

Benefits Administration User Guide for **Health Insurance and Life Insurance** **Insurance Coordinators**

Personnel Cabinet
Department of Employee Insurance
and
Kentucky Group Life Insurance



February 2013

Introduction

This Benefits Administration User Guide is designed to assist Non-Commonwealth Paid Insurance Coordinators (ICs) with KHRIS processes of both health and life insurance plans for their Employees.

Updates to this User Guide will be published quarterly, if needed, according to changes in processing.

As of February 2013, ICs are asked to use the following matrix for processing:

Actions To Be Completed by IC	Actions To Be Sent to DEI or KGLI via paper application
<input type="checkbox"/> New Hire Enrollment	<input type="checkbox"/> Cross-Reference Payment Options
<input type="checkbox"/> Employee Demographic Updates/Changes	<input type="checkbox"/> Transfers
<input type="checkbox"/> Terminations	<input type="checkbox"/> Qualifying Events
<input type="checkbox"/> Reinstatement of Benefits (without break) in Employment for a Rehire	<input type="checkbox"/> Evidence of Insurability (EOI) – KGLI only
<input type="checkbox"/> Beginning LWOP-non FMLA	<input type="checkbox"/> Leave Without Pay (LWOP) w/premium-KGLI only
<input type="checkbox"/> Health Benefit Enrollment Reporting	<input type="checkbox"/> All Cancellation of Coverage Requests-KGLI only
<input type="checkbox"/> Plan Change History Report	<input type="checkbox"/> End Leave Without Pay
<input type="checkbox"/> Insurance Plan Cost Report	<input type="checkbox"/> Dependent Demographic Data Changes
<input type="checkbox"/> Life Policy Conversion Letter (s)	<input type="checkbox"/> Reinstatement with Break in Employment
<input type="checkbox"/> Smoker Status Report	
<input type="checkbox"/> Health Post Tax Participants Report	

Note: The above matrix will be changed and ICs will be asked to complete more processes in KHRIS as additional training and User Guide updates are made available. **Please do not use the KHRIS Qualifying Event (QE) work list to report qualifying events. Mail Applications/documentation to Department of Employee Insurance (DEI) Enrollment Information Branch or Kentucky Group Life Insurance (KGLI).**

Questions and/or suggestions for improvements to this User Guide should be directed to:

Department of Employee Insurance
Enrollment Information Branch Manager
502-564-5530
501 High Street, 2nd Floor
Frankfort, KY 40601

Kentucky Group Life Insurance
Branch Manager
502-564-4774
501 High Street, 3rd Floor
Frankfort, KY 40601

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All personal information has been redacted throughout these process steps. Any names or other identifying information you may see are fictitious and were created specifically for this document.

Insurance Coordinator Responsibilities Related to Health and Life Insurance

This section is designed to provide you with a guide to your everyday responsibilities as an Insurance Coordinator. In order to best assist your Employees, it is important that you have knowledge of the insurance plans offered, an understanding of how the plans work, know the eligibility requirements and be familiar with the forms used by KEHP and KGLI as listed at <http://personnel.ky.gov/dei/> and <http://personnel.ky.gov/emprel/gli/>.

As a representative of an agency that participates in KEHP and KGLI, an IC is responsible for the following actions:

- I. Attend IC Training conducted by the Department of Employee Insurance (DEI) and Kentucky Group Life Insurance (KGLI) including:
 1. New IC Training
 - a. KHRIS Access Training - online training that includes modules on the Health Insurance Portability and Accountability Act (HIPAA) and an overview to KHRIS. Once required modules are completed you must complete the security paperwork to gain access to KHRIS. Online training modules are located at <https://ky.train.org>
 - b. KEHP and KGLI Policies and Procedures training for new ICs
 2. Open Enrollment and Spring Training to learn about updates and plan changes
 3. HIPAA Training – required within 30 days of hiring a new IC; and then annually for all ICs
 4. Consolidated Omnibus Reconciliation Act (COBRA) Ceridian Training
 - Training information can be found on KEHP's website: [Trainings](#)
- II. Provide new Employee(s):
 1. Current health insurance information and application
 - Training on benefits available including a copy of the New Employee Checklist and web address to obtain the Summary Plan Descriptions: [2013 Summary Plan Descriptions](#)
 2. . KGLI coverage information can be located at <http://personnel.ky.gov/emprel/gli/>
 3. Training on enrollment requirements
 - a. Set up new Employees in the KHRIS portal
 - b. Show new Employees how to elect benefits using Employee Self-Service (ESS)
 4. Training on qualifying events and deadlines
 - a. Sign and submit forms to DEI and KGLI
 - b. Request supporting documentation from Employee

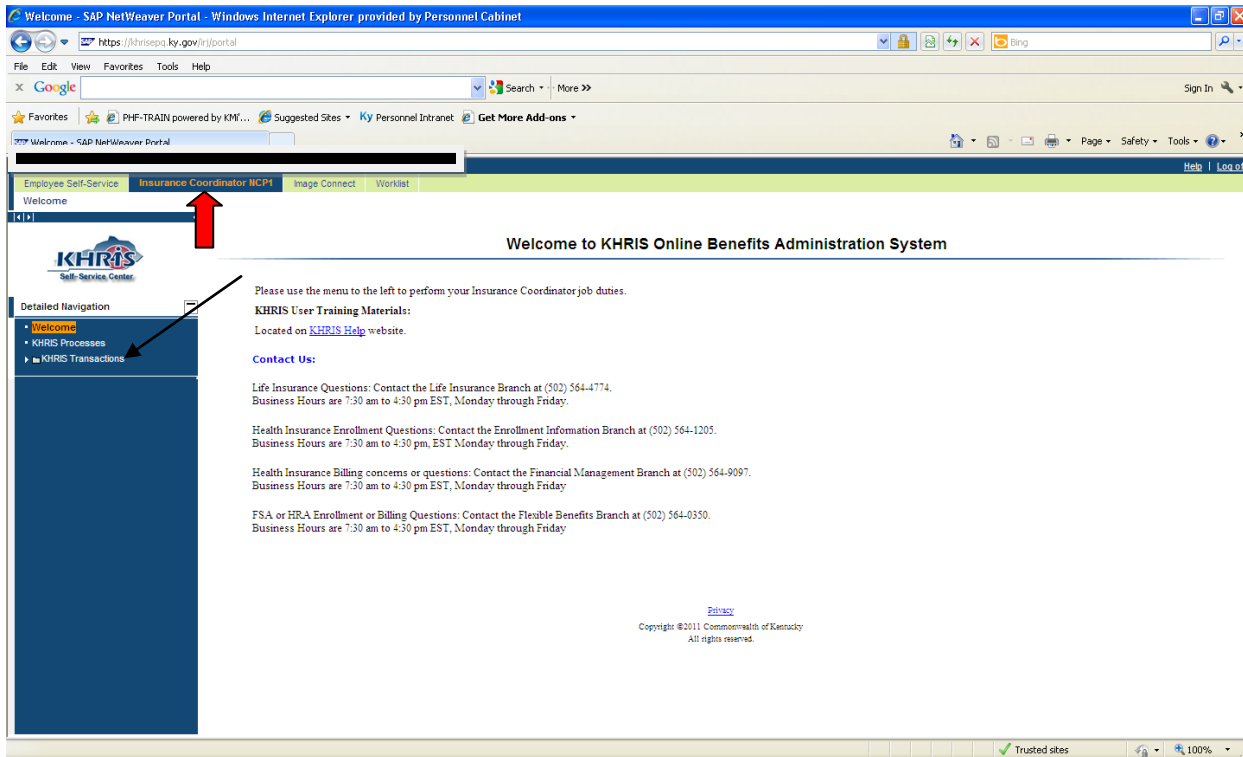
5. Information on COBRA
 - a. Enter qualifying events into Ceridian's WebQE System
 6. Open Enrollment information
- III. Process Employee enrollment, termination, leave without pay (LWOP), social security number corrections, birth date corrections, name change, and address actions in KHRIS in a timely manner.
 - IV. Provide DEI and KGLI (if applicable) with Update Forms for Employee transfers, military leave begin/end, retirement, death, cross-reference payment option elections, and qualifying events in a timely manner.
 - V. Manage monthly bills by reconciling, processing and releasing the life and health premiums, administrative fees, flexible benefits and health reimbursements within Biller Direct if your duties include Billing Liaison.
 - VI. Counsel Employees on health insurance questions and provide contact details where they may receive additional information.
 - VII. Be familiar with and use the KEHP Administration Manual, KGLI Nationwide Commonwealth Summary Plan and this User Guide to complete your responsibilities as an IC.

Welcome to KHRIS Online Benefits Administration System

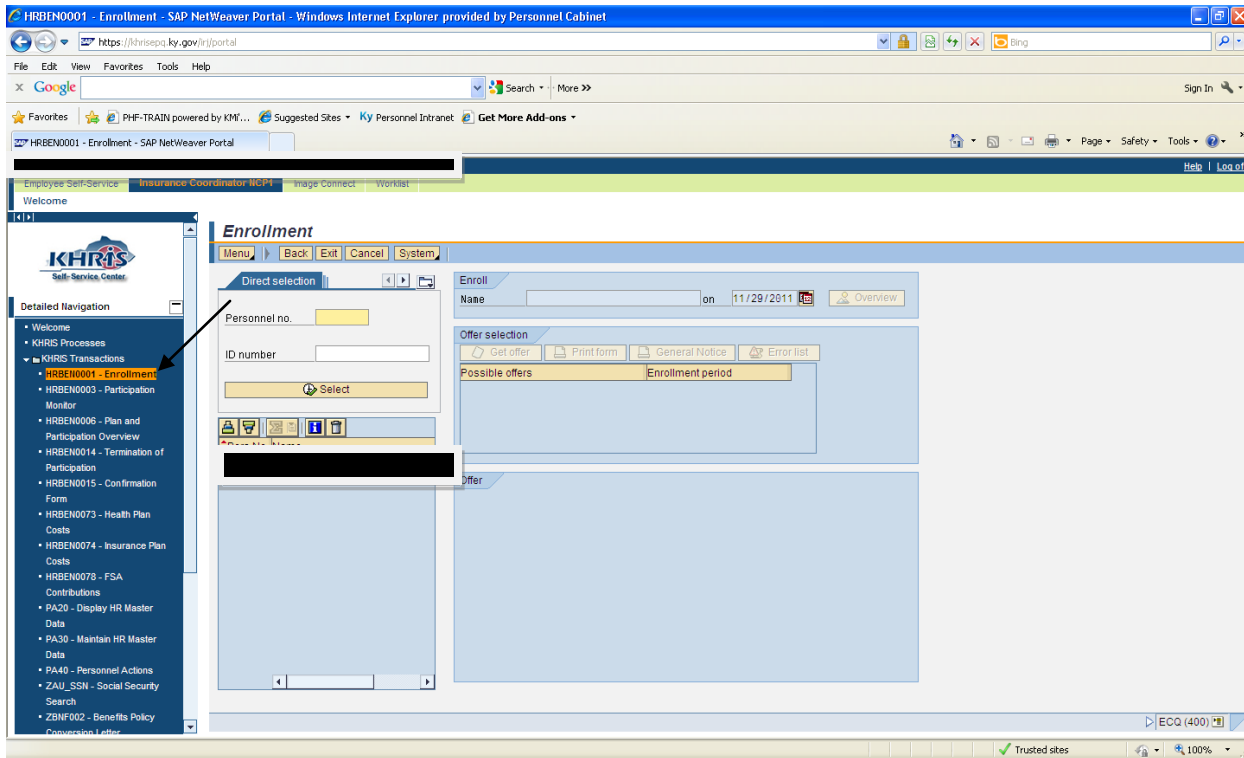
After you have logged onto KHRIS using your Employee ID and password

Select the “Insurance Coordinator NCP1” tab

Select “KHRIS Transactions” (select from menu on left)



Note: This screen is the first screen that you will see after you select the “KHRIS transactions” tab. Then you will select your transaction from menu on left.

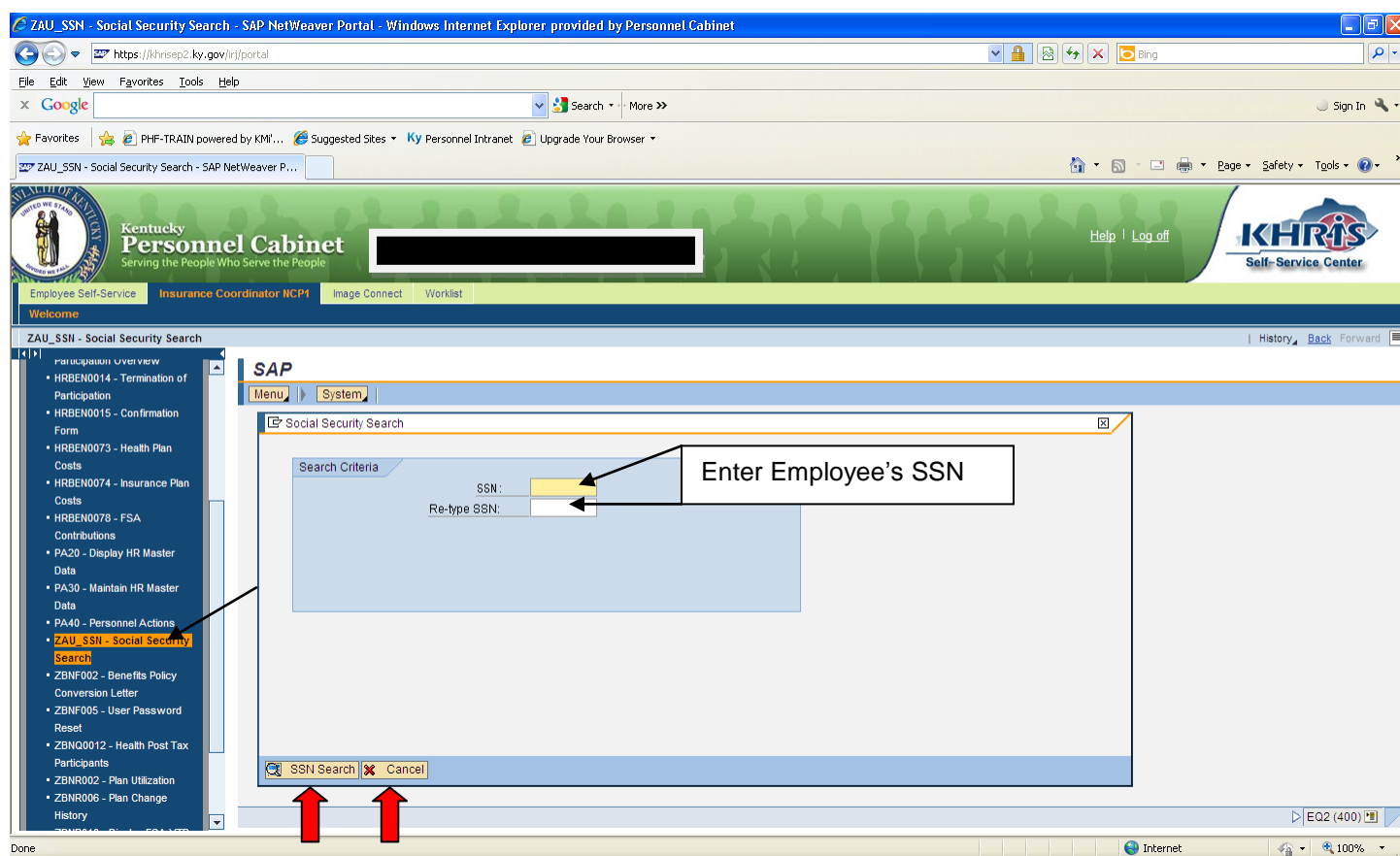


Enrolling a New Hire

A new hire for **this transaction** is a newly hired Employee who has never been covered under KEHP. This new hire is not a returning retiree, transfer from another Agency, dependent (spouse/child) on another KEHP plan, or participating in a “new” cross-reference payment option (a newly hired Employee who was a dependent on spouse’s family plan, but now hired and wanting to begin a cross-reference with spouse). These types of transactions would need to be forwarded to DEI Enrollment Information Branch for processing.

Step1: ZAU_SSN- Social Security Search (select from menu on left)

Enter Employee’s SSN in the search box. Click “SSN Search”. If name is not found, click “Cancel” to proceed to next search engine.



Select “ZBNR013-Dependent Search By SSN” (select from menu on left). **Do not** change the reporting period dates, these dates are indicating the current date you are performing the search. In the “Dependent SSN” field, enter Employee’s SSN. Then select “Execute”.

The screenshot displays the SAP NetWeaver Portal interface for the Kentucky Personnel Cabinet. The browser window title is "ZBNR013 - Dependent Search By SSN - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The URL is "https://khrisep2.ky.gov/irj/portal". The page features a header with the Kentucky Personnel Cabinet logo and navigation links. The main content area is titled "Dependent search by SSN" and contains a form with the following elements:

- Menu:** A dropdown menu with options: Save as Variant..., Back, Exit, Cancel, System, and Execute. A red arrow points to the Execute button.
- Reporting Period:** A date range field showing "09/30/2011" to "09/30/2011". A text box labeled "Do not change dates" has an arrow pointing to this field.
- Dependent SSN:** A text input field for entering the employee's SSN. A text box labeled "Enter Employee's SSN" has an arrow pointing to this field.

The left sidebar contains a navigation menu with the following items:

- HRBEN0074 - Insurance Plan Costs
- HRBEN0078 - FSA Contributions
- PA20 - Display HR Master Data
- PA30 - Maintain HR Master Data
- PA40 - Personnel Actions
- ZAU_SSN - Social Security Search
- ZBNF002 - Benefits Policy Conversion Letter
- ZBNF005 - User Password Reset
- ZBNQ0012 - Health Post Tax Participants
- ZBNR002 - Plan Utilization
- ZBNR006 - Plan Change History
- ZBNR010 - Display FSA YTD Deductions
- **ZBNR013 - Dependent Search By SSN** (highlighted)
- ZBNR015 - Daily Enrollment Count Report

If no records are found for the Employee, click “Exit”.

The screenshot shows a web browser window displaying the Kentucky Personnel Cabinet KHRIS Self-Service Center. The browser's address bar shows the URL <https://khrisep2.ky.gov/irj/portal>. The page header includes the Kentucky Personnel Cabinet logo and the text "Serving the People Who Serve the People". The main navigation bar contains links for "Employee Self-Service", "Insurance Coordinator NCP1", "Image Connect", and "Worklist". The "Welcome" message is displayed below the navigation bar. The left sidebar lists various system functions, including "ZBNR013 - Dependent Search By SSN", which is highlighted. The main content area displays the "Dependent Search by SSN" screen, which shows "No Records found for selection criteria". A red arrow points to the "Exit" button in the top navigation bar.

Kentucky Personnel Cabinet
Serving the People Who Serve the People

Help | Log off

KHRIS
Self-Service Center

Employee Self-Service Insurance Coordinator NCP1 Image Connect Worklist

Welcome

ZBNR013 - Dependent Search By SSN

Dependent Search by SSN

Menu Back Exit Cancel System

No Records found for selection criteria

Done

Internet

100%

Step 2: PA 40 Personnel Actions (select from menu on left)

After SSNs searches have been completed and there no values found, select PA 40 Personnel Actions (select from menu on left).

In the “From” field enter Employee’s date of hire

In Personnel Actions box, click “Begin Participation” (highlight)

Click “Execute”

PA40 - Personnel Actions - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

PA40 - Personnel Actions - SAP NetWeaver Portal

Employee Self-Service Insurance Coordinator INCP1 Image Connect Worklist

Welcome

PA40 - Personnel Actions

History Back Forward

Personnel Actions

Menu Back Exit Cancel System Execute SSN Search

Find by

Person

Collective search help

Search Term

Free search

Personnel no. []

From []

Date of hire

Personnel Actions

Action Type	Personn...	EE group	EE sub...
BN - Begin Participation			
BN - End Participation			
BN - Begin Leave W / Out Pay			
BN - End Leave W / Out Pay			
BN - Change FSA Billing Freq			
BN - Rehire			

EQ2 (400)

Internet 100%

Create 0000 Actions

Click on the “Reason for Action” field, (drop down box will appear) choose (01) New Employee

In the “Position” field enter 99999999 (always)


In the “Personnel area” field enter 0004 -Benefits Only

In the “Employee group” field enter L -External BN

In the “Employee subgroup” enter 41 -24 Non-paid

Click “Save”

PA40 - Personnel Actions - SAP NetWeaver Portal

 **Kentucky Personnel Cabinet**
Serving the People Who Serve the People

My Benefits Insurance Coordinator NCP1 Biller Direct

Welcome

PA40 - Personnel Actions

Create 0000 Actions

Menu Save Back Exit Cancel System Previous record Next record Overview Change info group

Pers.No. [Redacted]
Start 08/10/2011 to 12/31/9999

Personnel action

Action Type BN - Begin Participation
Reason for Action 01 New Employee
Reference Pers. Nos. [Redacted]

Status

Customer-specific [Redacted]
Employment Active
Special payment [Redacted]

Organizational assignment


Position 99999999
Personnel area 0004 Benefits Only
Employee group L External - BN
Employee subgroup 41 24 Non-Paid

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Save your entries

Done



Create 0001 Organizational Assignment

In the “Cost Ctr” field enter Agency’s cost center number (this is specific to your Agency)

In the “Sub Area” field (use drop down box for type of Agency) enter Agency type (i.e. school board, health dept, etc)

In the “Position” field enter 99999999 (always)

In the “Org. Unit” field enter Agency’s organizational unit number (this is specific to your Agency)

Click “Save”

PA40 - Personnel Actions - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

My Benefits Insurance Coordinator NCP1 Biller Direct

Welcome

PA40 - Personnel Actions

Create 0001 Organizational Assignment

Menu Save Back Exit Cancel System Previous record Next record Overview Org Structure

Personnel No. [Redacted] Status Active

Start 08/10/2011 to 12/31/9999

Enterprise structure

CoCode	COMK	Commonwealth of Kentucky	
Pers.area	0004	Benefits Only	Subarea 2001
Cost Ctr	9200100143	Agency specific	
Func. Area			

Personnel structure

EE group	L	External - BN	Payr.area BN	Non-COMK Paid
EE subgroup	41	24 Non-Paid	Contract	

Organizational plan

Position	99999999	Enter 99999999 (always)
Org. Unit	1000645	Agency specific

Done

Note: Remember to write down the Personnel No. for the Employee.

Click “Enter”

Create 0002 Personal Data

Enter Employee's Name, SSN, Date of Birth, Gender and Marital Status

Click "Save"

PA40 - Personnel Actions - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

My Benefits Insurance Coordinator NCP1 Biller Direct

Welcome

PA40 - Personnel Actions

Create 0002 Personal Data

Menu Save Back Exit Cancel System Previous record Next record Overview

Personnel No [Redacted]
Position 99999999 Integration: default position
Status Active
Start 08/10/2011 To 12/31/9999

Name
Last name [Redacted]
First name [Redacted]
Middle name M
Suffix
Name

HR data
SSN [Redacted]
Date of Birth [Redacted]
Language English
Marital Status Single

Gender
☐ Female ☒ Male ☐ Unknown

Enter personal data

Record created

Done

Create 0006 Addresses

Enter Address (If Employee has a P.O. Box, address should be entered in “Address line 1”)

Enter Telephone Number

Use the Communications box, if Employee needs to list additional telephone numbers (use drop down for type)

In the “County Code” field select Employee’s home county (use drop down menu)

Click “Save”

PA40 - Personnel Actions - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

My Benefits Insurance Coordinator NCP1 Biller Direct

Welcome

PA40 - Personnel Actions

Create 0006 Addresses

Menu Save Back Exit Cancel System Previous record Next record Overview Foreign address

Personnel No [redacted] Name [redacted]
Position 99999999 Integration: default position
Status Active
Start 08/10/2011 to 12/31/9999

Address

Address type Permanent residence
Care Of [redacted]
Address line 1 [redacted]
Address line 2 [redacted]
City/county [redacted]
State/zip code [redacted] 40422
Country Key [redacted]
Telephone Number [redacted]

Communications

Type	Number	Ext
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Additional fields

County code 011

Value is not allowed

Use Address line 1 to enter P.O. Box Addresses

Enter demographic information-use Employee's home county (i.e. Lexington-Fayette County)

Create 0105 Communication

In the “ID/number” field, enter Employee’s email address. **Note:** Employee should use email (work or personal) they want published to receive health and life benefit information. If Employee does not want to publish their email address, select “Next record” to move to next screen.

Click “Save”

The screenshot displays the 'PA40 - Personnel Actions' screen within the 'SAP NetWeaver Portal'. The header includes the 'Kentucky Personnel Cabinet' logo and the tagline 'Serving the People Who Serve the People'. A navigation bar shows 'My Benefits', 'Insurance Coordinator NCP1', and 'Billers Direct'. The main content area is titled 'Create 0105 Communication' and features a sidebar with a 'Detailed Navigation' menu. The menu items include 'Welcome', 'KHRIS Processes', 'KHRIS Transactions', and various HR processes like 'HRBEN0001 - Enrollment', 'HRBEN0003 - Participation Monitor', 'HRBEN0006 - Plan and Participation Overview', 'HRBEN0014 - Termination of Participation', 'HRBEN0015 - Confirmation Form', 'HRBEN0073 - Health Plan Costs', 'HRBEN0074 - Insurance Plan Costs', 'HRBEN0078 - FSA Contributions', 'PA20 - Display HR Master Data', 'PA30 - Maintain HR Master Data', 'PA40 - Personnel Actions' (highlighted), 'ZAU_SSN - Social Security Search', 'ZBNF002 - Benefits Policy Conversion Letter', and 'ZBNE005 - User Password'. The main form area contains fields for 'Personnel No', 'Name', 'Position' (99999999), 'Status' (Active), and 'Start' (08/10/2011 to 12/31/9999). Below these is the '0105 Communication' section with 'Type' (0010) and 'E-mail' fields. The 'ID/number' field is highlighted with a yellow arrow pointing to it from a callout box that says 'Enter email address'. Another callout box with a red border and text 'Only click "Next record", if Employee does not wish to publish email address' points to the 'Next record' button. The bottom of the screen shows a 'Done' button and a taskbar with icons for Internet Explorer, Outlook, and other applications.

PA40 - Personnel Actions - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

My Benefits Insurance Coordinator NCP1 Billers Direct

Welcome

PA40 - Personnel Actions

Create 0105 Communication

Menu Save Back Exit Cancel System Previous record Next record Overview

Personnel No [redacted] Name [redacted]

Position 99999999 Integration: default position

Status Active

Start 08/10/2011 to 12/31/9999

0105 Communication

Type 0010 E-mail

ID/number [redacted] Enter email address

Only click "Next record", if Employee does not wish to publish email address

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNE005 - User Password

Record created

Done

Copy 0008 Basic Pay

In the “Annual salary” field enter annual salary (if information is available)

Click “Save”

Click “Enter” to acknowledge message at bottom of screen

Click “Enter”

PA40 - Personnel Actions - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

My Benefits Insurance Coordinator NCP1 Biller Direct

Welcome

PA40 - Personnel Actions

Copy 0008 Basic Pay

Menu Save Back Exit Cancel System Previous record Next record Overview Salary amount Payments

Personnel No [REDACTED] Name [REDACTED]
EE group External - BN Personnel area 0004 Benefits Only Status Active
EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.
Start 08/10/2011 to 12/31/9999

Subtype 0 Basic contract

Pay scale

Reason [REDACTED] Cap.util.M 100.00
PS type 99 Non-Paid WkHrs/period 86.67
PS Area 99 Non-Paid
PS group NON-PAID Level 01 Ann.salary [REDACTED] USD

Enter annual salary

Wa...	Wage Type	Long Text	...	Amount	Curr...	Number/Unit	Unit
8002	Salary (Quasi)				USD3		✓		
					USD3				
					USD3				
					USD3				
					USD3				
					USD3				

IV 08/12/2011 - 12/31/9999 0.000 USD3

Record created

Done

Create 0041 Date Specifications

Enter Original Hire Date (Z1)

Enter Current Hire Date (Z2)

Click “Save”

Click “Enter”

Click “Enter” to acknowledge message at bottom of screen

PA40 - Personnel Actions - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

PA40 - Personnel Actions - SAP NetWeaver Portal

Insurance Coordinator NCP1 Biller Direct

Welcome

KHRIS Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment Monitor
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter

Create 0041 Date Specifications

Menu Save Back Exit Cancel System Previous record Next record Overview

Personnel No [redacted] Name [redacted]

Position 99999999 Integration: default position

Status Active

Start 09/01/2011 to 12/31/9999

Enter original and current hire date

Date type	Date	Date type	Date
Z1 Original Hire Date	09/01/2011	Z2 Current Hire Date	09/01/2011
Z3 Increment Date		Z5 Benefits Elig. Date	

Additional fields

Employee Status

Record created

EQ2 (400)

Done

Internet


Note: Benefit Elig. Date does not need to be entered as KHRIS generates the date (this can be verified by checking date specifications in PA 20-Display HR Master Data in the menu selection).

Create 0171 General Benefits Information

No information is to be entered on this screen, (dual Employee, hazardous duty, and cross-reference are processed by DEI Enrollment Information Branch) **but** verify the information is correct.

Click “Save”

PA40 - Personnel Actions - SAP NetWeaver Portal

 **Kentucky Personnel Cabinet**
Serving the People Who Serve the People

My Benefits Insurance Coordinator NCP1 Biller Direct

Welcome

PA40 - Personnel Actions

Create 0171 General Benefits Information

Menu Save Back Exit Cancel System Previous screen Next screen Overview

Personnel No [redacted] Name [redacted]
Payroll area BN Org.unit Danville Independent
Start 08/10/2011 12/31/9999

0171 General Benefits Information

Benefit area	01	Comm of KY
1st Program Grouping	0002	NP Hlth/HRA/FSA/Life
2nd Program Grouping	0002	2 Months Start

Do not enter any information on this screen. Verify information; click “Save”; and proceed to next screen.

Additional fields

☐ Hazardous Duty
☐ Member
☐ Spouse
☐ Cross-Reference
☐ Dual/Retiree Returned to Work

Record created

Done


Windows taskbar icons: Start, Mail, Internet Explorer, Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint

Create 0378 Adjustment Reasons

No information is to be entered on this screen. View the dates to make sure correct ("to" date should be 35 days from hire date).

Click "Save"

PA40 - Personnel Actions - SAP NetWeaver Portal

 **Kentucky Personnel Cabinet**
Serving the People Who Serve the People

My Benefits Insurance Coordinator NCP1 Biller Direct

Welcome

PA40 - Personnel Actions

Create 0378 Adjustment Reasons

Menu Save Back Exit Cancel System Previous record Next record Overview

Personnel No [redacted] Name [redacted]

Payroll area BN Org.unit Danville Independent

Start 08/10/2011 09/14/2011


Adjustment Reason Data

Benefit area	Comm of KY
Adjustment reason	New Participant

Do not enter any information on this screen. Click "Save" and proceed to next screen.

Record created

Done



Step 3: PA 30 Maintain HR Master Data (select from menu on left)

Note: This screen (under Benefits tab) is used to add Dependents, Beneficiaries, and/or smoking status.

In the “Personnel No.” field, enter Employee’s Personnel No (Personnel No. was assigned to the Employee in PA 40)

Click “Enter” (verify Employee’s information)

Select “Benefits” tab

PA30 - Maintain HR Master Data - SAP NetWeaver...

Kentucky Personnel Cabinet
Serving the People Who Serve the People

My Benefits Insurance Coordinator INCP1 Biller Direct

Welcome

PA30 - Maintain HR Master Data

Maintain HR Master Data

Menu Back Exit Cancel System Create Change Display Copy Delimit Delete Overview

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Personnel no. [Redacted] [Enter]

Name [Redacted] Status Active

EE group [Redacted] Personnel area 0004 Benefits Only

EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.

Basic personal data Payroll **Benefits** Time Taxes Planning Data

Infotype text

0000 Actions	✓
0001 Organizational Assignment	✓
0002 Personal Data	✓
0006 Addresses	✓
0007 Planned Working Time	✓
0008 Basic Pay	✓
0009 Bank Details	✓
0019 Monitoring of Tasks	
0031 Reference Personnel Numbers	

Period

Period

From [Redacted] To [Redacted]

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype [Redacted] STy [Redacted]

Select Infotype “0021 Family Member/Dependents” (highlight)

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

PA30 - Maintain HR Master Data - SAP NetWeaver Po...

Help Log off

KHRIS Self-Service Center

Employee Self-Service Insurance Coordinator NCP4 Image Connect Biller Direct Worklist Web Log Report KHRIS Reporting Edit ESS BN KIM Content

Welcome

PA30 - Maintain HR Master Data History Back Forward

Maintain HR Master Data

Menu Back Exit Cancel System Create Change Display Copy Delimit Delete Overview

Find by

- Person
- Collective search
- Search Term
- Free search

Personnel no. [redacted]
Name [redacted] Status Active
EE group [redacted] Personnel area 0004 Benefits Only
EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text

- 0021 Family Member/Dependents
- 0031 Reference Personnel Numbers
- 0041 Date Specifications
- 0167 Health Plans
- 0168 Insurance Plans
- 0170 Flexible Spending Accounts
- 0171 General Benefits Information
- 0219 External Organizations
- 0376 Benefits Medical Information

Period

From To

Today Curr.week
All Current month
From curr.date Last week
To Current Date Last month
Current Period Current Year

Choose

Direct selection

Infotype STy

EQ2 (400)

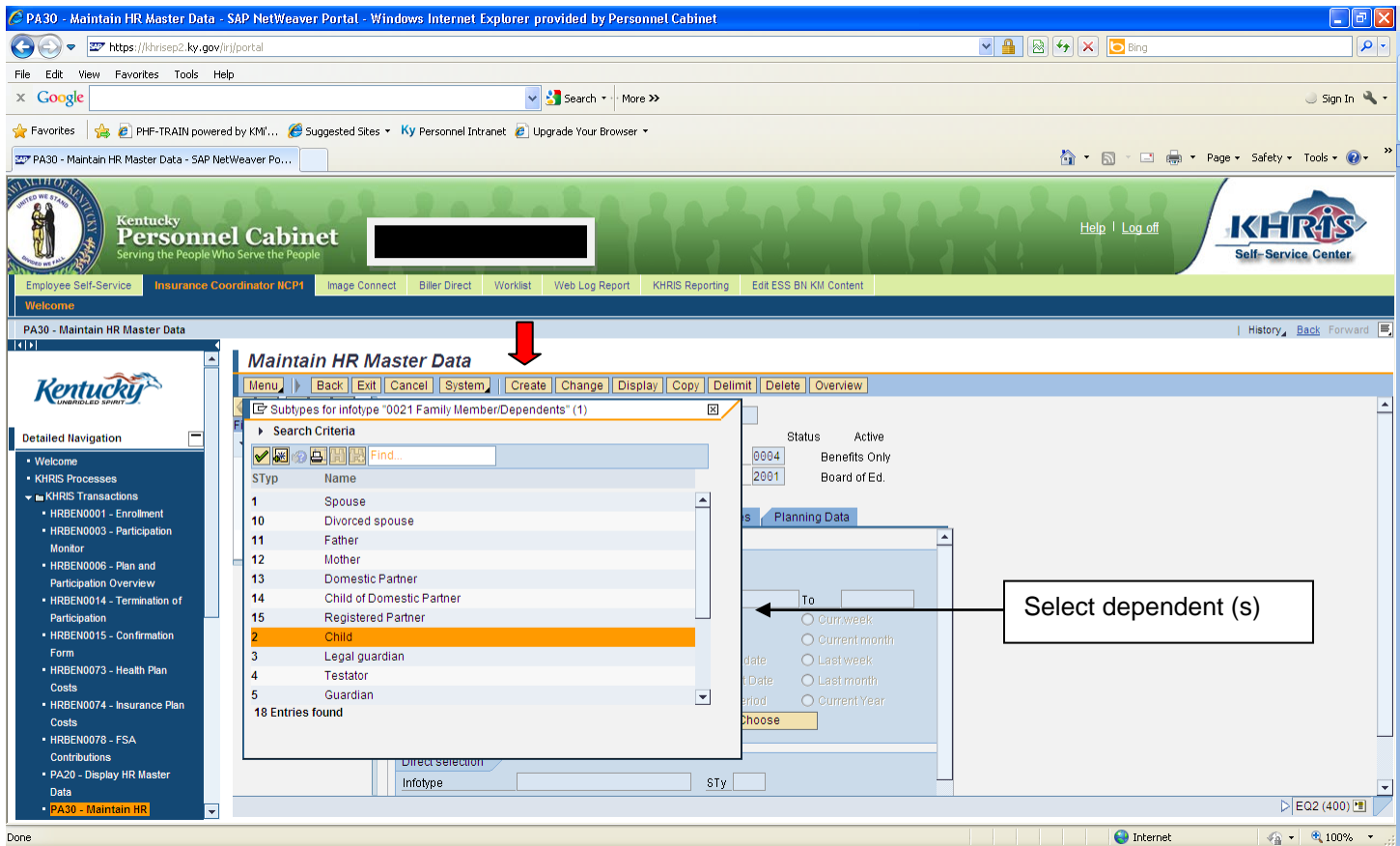
Done

Internet 100%

Select “Create”

To add a child, select “2 Child” or select which dependent status applies to Employee (highlight). For health **insurance enrollment only**, choose 1 Spouse; 2 Child; or 9001 Court-Ordered Dependent.

Click 



The screenshot shows the 'PA30 - Maintain HR Master Data' screen in the SAP NetWeaver Portal. The top navigation bar includes 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Create', 'Change', 'Display', 'Copy', 'Delimit', 'Delete', and 'Overview'. A red arrow points to the 'Create' button. Below the navigation bar, there is a search criteria section with a table of subtypes for infotype '0021 Family Member/Dependents' (1). The table has columns for 'STyp' and 'Name'. The 'Child' option (STyp 2) is highlighted. A callout box labeled 'Select dependent (s)' points to the 'Child' option. The table also shows 'Status' and 'Active' columns. The 'Child' option is selected, and the 'Create' button is highlighted.

STyp	Name	Status	Active
1	Spouse	0004	Benefits Only
10	Divorced spouse	2001	Board of Ed.
11	Father		
12	Mother		
13	Domestic Partner		
14	Child of Domestic Partner		
15	Registered Partner		
2	Child		
3	Legal guardian		
4	Testator		
5	Guardian		

In the “Start” (date field) enter the Employee’s Date of Hire

Enter Personal Data of Dependent (Name, Gender, Birth date and SSN)

Click “Save”

Click “Enter”

Use the same steps above if needing to add additional dependents.

Note: If Employee is selecting “single” coverage, this step is not needed if not adding dependent(s) on health plan. **BUT** continue to next step to add Beneficiary Information for the Life Insurance plan. (The same screens used to add dependents for the health plan will be same screens used to add beneficiary information for the Life Insurance plan.) If Employee is adding an External Organization, i.e. charitable organization as a Beneficiary, see page 31 for instructions.

If the Employee has a disabled dependent, the Employee’s information only can still be processed, **BUT** the application needs to be forwarded to the attention of Kimberly Dennis or Jeff Wiley at the DEI Enrollment Information Branch to enroll the disabled dependent. The disabled dependent’s information **should not be entered**.

Adding Smoker Status

If Employee **IS** a smoker;

Click “Benefits tab”

Select Infotype “0376 Benefits Medical information”

Click “Create”

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

PA30 - Maintain HR Master Data - SAP NetWeaver Po...

Insurance Coordinator NCP1 Biller Direct

Welcome

KHRIS Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data**
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter

Maintain HR Master Data

Menu Back Exit Cancel System Create Change Display Copy Delimit Delete Overview

Find by

- Person
- Collective search help
- Search Team
- Free search

Hit list

Personnel no. [redacted]

Name [redacted]

EE group L External - BN

EE subgroup 41 24 Non-Paid

Personnel area 0004

Pers. subarea 2001

Status Active

Benefits Only

Board of Ed.

Basic personal data Payroll **Benefits** Time Taxes Planning Data

Infotype text

- 0021 Family Member/Dependents
- 0031 Reference Personnel Numbers
- 0041 Date Specifications
- 0167 Health Plans
- 0168 Insurance Plans
- 0170 Flexible Spending Accounts
- 0171 General Benefits Information
- 0219 External Organizations
- 0376 Benefits Medical Information**

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype STy

Select “Smoker”

Change “Start Date” to hire date

The screenshot shows a web browser window displaying the KHRIS Self-Service Center. The main content area is titled "Create 0376 Benefits Medical Information". Below the title is a navigation bar with buttons: Menu, Save, Back, Exit, Cancel, System, Previous record, Next record, and Overview. The form fields are as follows:

Personnel No	02-12-1212	Name	[Redacted]
Payroll area	BN	Org unit	Adair County Bd of
Start	10/12/2011	to	12/31/9999
<input checked="" type="checkbox"/> Smoker			

A callout box with the text "Select smoker" points to the "Smoker" checkbox. The left sidebar contains a "Detailed Navigation" menu with the following items:

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data**
 - PA40 - Personnel Actions
 - ZAUSSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter

Click “Save”

Adding Life Insurance Beneficiary Information

Note: IF dependent(s) were added for the health insurance plan and the same dependent is also a Beneficiary for the life insurance plan, **DO NOT** add the dependent(s) again (i.e. child has already been added under Infotype 0021 as a dependent for health coverage, and is beneficiary for life insurance).

If you are not in PA30 Maintain HR Master Data, then select from menu on left

In the "Personnel No" field enter Employee's Personnel No

Click "Enter" (verify Employee's information)

PA30 - Maintain HR Master Data - SAP NetWeave...

Kentucky Personnel Cabinet
Serving the People Who Serve the People

My Benefits Insurance Coordinator NCP1 Biller Direct

Welcome

PA30 - Maintain HR Master Data

Maintain HR Master Data

Menu Back Exit Cancel System Create Change Display Copy Delimit Delete Overview

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Personnel no. [Redacted] Status Active

Name [Redacted]

EE group External - BN Personnel area 0004 Benefits Only

EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text

Infotype	Text	Checkmark
0000	Actions	✓
0001	Organizational Assignment	✓
0002	Personal Data	✓
0006	Addresses	✓
0007	Planned Working Time	✓
0008	Basic Pay	✓
0009	Bank Details	✓
0019	Monitoring of Tasks	✓
0031	Reference Personnel Numbers	✓

Period

From [] To []

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype [] STy []

Select "Benefits" tab

Enrolling a New Hire

Select Infotype “0021 Family Member/Dependents”

Infotype 0021 is used to add beneficiary information for an Employee with a single plan, OR to add additional dependents (i.e. spouse) that was not added for the health plan (i.e. Employee wants child covered on health plan as a parent plus BUT wants to add spouse along with child for beneficiary for life insurance plan.)

Select “Create”

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

PA30 - Maintain HR Master Data - SAP NetWeaver Po...

Kentucky Personnel Cabinet

Help Log off

KHRIS Self-Service Center

Insurance Coordinator NCPI Biller Direct

Welcome

PA30 - Maintain HR Master Data

History Back Forward

Maintain HR Master Data

Menu Back Exit Cancel System Create Change Display Copy Delimit Delete Overview

Find by:

- Person
- Collective search help
- Search Term
- Free search

His list

Personal number Name

Infotype text

- 0021 Family Member/Dependents
- 0031 Reference Personnel Numbers
- 0041 Date Specifications
- 0107 Health Plans
- 0108 Insurance Plans
- 0170 Flexible Spending Accounts
- 0171 General Benefits Information
- 0219 External Organizations
- 0376 Benefits Medical Information

Period

From To

Today

From curr date

To Current Date

Current Period

Current week

Current month

Last week

Last month

Current Year

Choose

Direct selection

Infotype

STy

Done

Internet

75%

Select “1 Spouse, 2 Child, or 9003 Other Beneficiaries” (highlight)

Click ✓

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

PA30 - Maintain HR Master Data - SAP NetWeaver Po...

Kentucky Personnel Cabinet
Serving the People Who Serve the People

Help | Log off

KHRIS Self-Service Center

Insurance Coordinator KCPH | Sign Direct

PA30 - Maintain HR Master Data

Maintain HR Master Data

Menu | Back | Exit | Cancel | System | Create | Change | Display | Copy | Delimit | Delete | Overview

Subtypes for infotype '0021 Family Member/Dependents' (1)

Search Criteria

Find...

Styp Name

1 Spouse

10 Divorced spouse

11 Father

12 Mother

13 Domestic Partner

14 Child of Domestic Partner

15 Registered Partner

2 Child

3 Legal guardian

4 Testator

5 Guardian

6 Stepchild

7 Emergency contact - Primary

8 Related persons

90 Emergency contact - Optional

9001 Court Ordered Dependent

9002 Retiree Account

9003 Other Beneficiaries

18 Entries found

Status Active

Personnel area 0004 Benefits Only

Pers. subarea 0001 Board of Ed.

Time Taxes Planning Data

Period

From To

Today

At

From cur date

To current date

current month

Last week

current Y ear

Choose

Sty

EG2 (400)

Done

Internet

75%

In the “Start” date field enter the Employee’s Date of Hire

Enter name, gender, birth date and SSN of Beneficiary

The screenshot shows the SAP NetWeaver Portal interface for the Kentucky Personnel Cabinet. The main window displays the 'Create 0021 Family Member/Dependents' form. The form is divided into several sections:

- Personnel No:** Includes fields for EE group (41), EE subgroup (24 Non-Paid), and Start date (05/01/2011).
- Member:** Includes a dropdown for Spouse and a Number field.
- Personal data:** Includes fields for Last name (Smith), First name (Kathy), Title, Gender (Female), Birth date (07/31/1967), SSN (405561556), Ref. Pers No, and Smoker.

Annotations with arrows point to the Start date field and the Personal data section, indicating where to enter the employee's date of hire and beneficiary information (name, gender, birth date, and SSN).

Click “Save”

Use the same steps above if needing to add additional beneficiaries.

Creating an External Organization as Beneficiary

Note: This transaction is to be used if an Employee wants to have an External Organization (i.e. trust fund, charitable organization) without designated dependents/others as a Beneficiary for life insurance benefits.

If you are not in PA 30 Maintain HR Master, select the transaction from menu on left

The screenshot displays the SAP NetWeaver Portal interface. The browser window title is "PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The address bar shows "https://hrisepg.ky.gov/irj/portal". The left navigation pane, titled "Detailed Navigation", lists various HR transactions. The transaction "PA30 - Maintain HR Master Data" is highlighted, and an arrow points to it. The main content area is titled "Maintain HR Master Data" and features a menu bar with options: Menu, Back, Exit, Cancel, System, Create, Change, Display, Copy, Delimit, Delete, and Overview. Below the menu bar, there is a "Find by" section with options: Person, Collective search help, Search Term, and Free search. The "Basic personal data" tab is selected, showing fields for "Personnel no.", "Infotype text", and "Period". The "Period" section includes radio buttons for "Today", "All", "From curr.date", "To Current Date", "Current Period", "Curr.week", "Current month", "Last week", and "Current Year", along with a "Choose" button. The "Direct selection" section has fields for "Infotype" and "STy".

In the “Personnel No” field enter Employee’s Personnel No

Select “Benefits” tab

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepg.ky.gov/ijportal

File Edit View Favorites Tools Help

Google Search

PA30 - Maintain HR Master Data - SAP NetWeaver Po...

Employee Self-Service Insurance Coordinator BCP1 Image Connect Worklist

Welcome

Maintain HR Master Data

Menu Back Exit Cancel System Create Change Display Copy Delimit Delete Overview

Find by Person

- Collective search help
- Search Term
- Free search

Personnel no. [Redacted]

Name [Redacted]

EE group External - BN Personnel area 0004 Status Active

EE subgroup 41 24 Non-Paid Pers. subarea 2001 Benefits Only Board of Ed.

Basic personal data Payroll **Benefits** Time Taxes Planning Data

Infotype text

- 0000 Actions
- 0001 Organizational Assignment
- 0002 Personal Data
- 0006 Addresses
- 0007 Planned Working Time
- 0008 Basic Pay
- 0009 Bank Details
- 0019 Monitoring of Tasks
- 0031 Reference Personnel Numbers

Period

From To

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype STy

Select Infotype “0219 External Organizations” (highlight)

Click “Create”

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisepq.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

PA30 - Maintain HR Master Data - SAP NetWeaver Po...

Employee Self-Service Insurance Coordinator NCP Image Connect Worklist

Welcome

Maintain HR Master Data

Menu Back Exit Cancel System Create Change Display Copy Delimit Delete Overview

Find by

- Person
- Collective search help
- Search Term
- Free search

Personnel no. [redacted]

Name [redacted] Status Active

EE group External - BN Personnel area 0004 Benefits Only

EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text

- 0021 Family Member/Dependents
- 0031 Reference Personnel Numbers
- 0041 Date Specifications
- 0167 Health Plans
- 0168 Insurance Plans
- 0170 Flexible Spending Accounts
- 0171 General Benefits Information
- 0219 External Organizations**
- 0376 Benefits Medical Information

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype 0171 General Benefits Information STy

Done Trusted sites 100%

In “Start” date field, enter Employee’s signature date (from application)

Under the “External organization” box, (use the drop down menu) select either charity organization or trust fund

The screenshot shows the 'Create 0219 External Organizations' form in the SAP NetWeaver Portal. The form is titled 'Create 0219 External Organizations' and includes a 'Menu' bar with options like Save, Back, Exit, Cancel, System, Previous record, Next record, and Overview. The form is divided into several sections: 'Personnel No.', 'EE group', 'EE subgroup', 'Start', 'External organization', and 'Organization's address'. The 'Start' field is highlighted with a callout box that says 'Enter Employee's signature date from application'. The 'External organization' section has a dropdown menu for 'Organization type' with 'Trust Fund' selected, and another callout box pointing to it that says 'Select trust fund or charitable organization from drop down menu'. The 'Organization's address' section includes fields for Street and House No., 2nd Address Line, City, Region, Country Key, Telephone Number, and Fax number.

Personnel No.	EE group	EE subgroup	Start	External organization	Organization's address
	External - BN	41 24 Non-Ad	09/01/2011 to 12/31/9999	Trust Fund	Street and House No. [] 2nd Address Line [] City [] Region [] Country Key [] Telephone Number [] Fax number []

Enter all required information

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepg.ky.gov/jsp/portal

File Edit View Favorites Tools Help

Google Search

Sign In

PA30 - Maintain HR Master Data - SAP NetWeaver Po...

Employee Self-Service Maintenance Administration Worklist

Welcome

KHRIS Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN001 - Enrollment
 - HRBEN003 - Participation Monitor
 - HRBEN006 - Plan and Participation Overview
 - HRBEN014 - Termination of Participation
 - HRBEN015 - Confirmation Form
 - HRBEN073 - Health Plan Costs
 - HRBEN074 - Insurance Plan Costs
 - HRBEN078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data**
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter

Create External Organizations

Menu Save Back Exit Cancel System Previous record Next record Overview

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Personnel No. [redacted] Name [redacted]

EE group External - BN Personnel area 0004 Benefits Only Status Active

EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.

Start 07/01/2011 to 12/31/9999

External organization

Organization type Trust Fund

Organization Name Beach Trust Fund

Tax number 61-12345

☐ Charitable org.

Organization's address

Street and House No. 501 High Street

2nd Address Line

City Frankfort

Region KY Postal Code 40601

Country Key USA

Telephone Number 502-564-5656

Fax number

Complete all required fields

ECQ (400)

Trusted sites

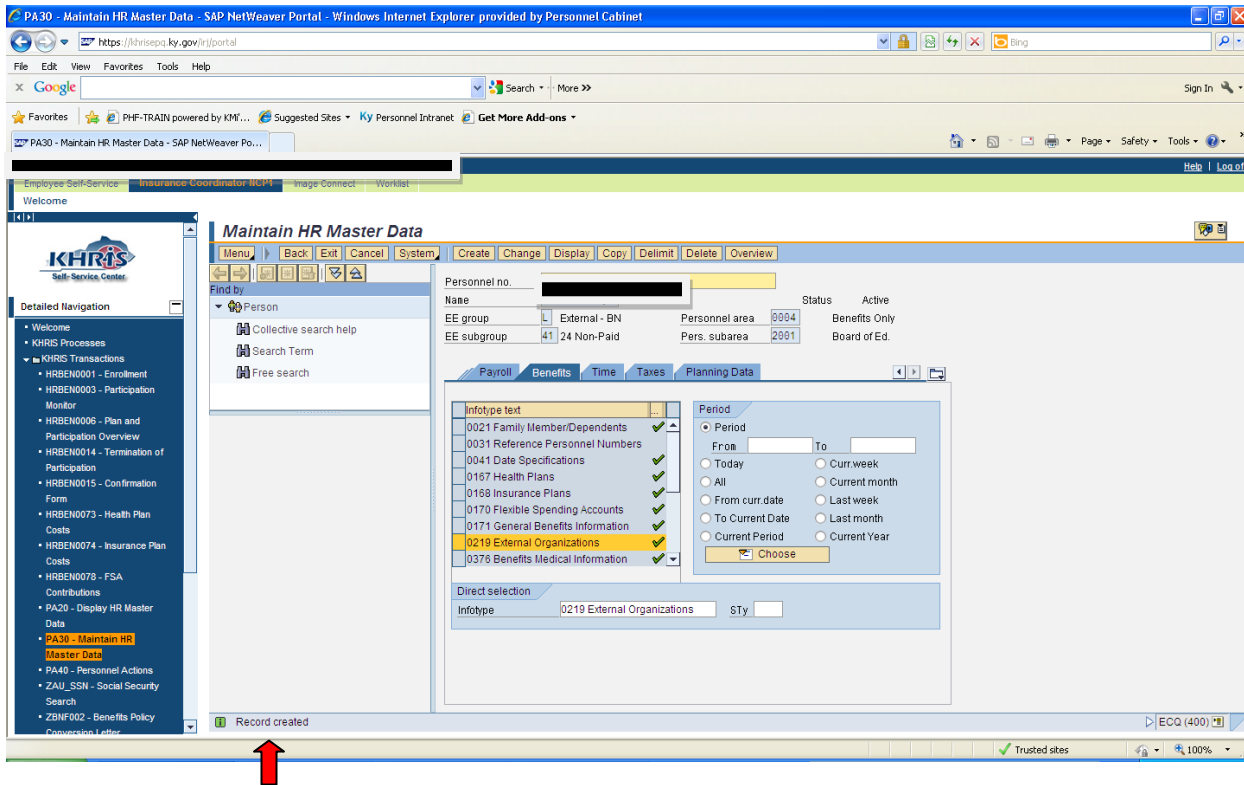
100%

Note: Use the drop down box for the “Country Key” field. Select USA. **This needs to be done prior to selecting the Region/State.**

Click “Save”

After creating “Infotype “0219 External Organizations”, the below screen will appear

Note: The message “Record created” will display at the bottom of the screen.



Step 4: HRBEN0001-Enrollment (select from menu on left)

In the “Personnel No” field enter Employee’s Personnel No (number was assigned to Employee in PA 40)

Select “Calendar”, enter Signature Date (**Note:** If signature date precedes the hire date, **THEN** use the hire date in this field).

Click “Select”

Highlight New Participant

Click “Get Offer”

HRBEN0001 - Enrollment - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

My Benefits Insurance Coordinator NCP1 Biller Direct

Welcome

HRBEN0001 - Enrollment

Enrollment

Menu Back Exit Cancel System

Direct selection

Personnel no. [Redacted]

ID number [Redacted]

Select

Pers.No. Name

Enroll

Name [Redacted] on 08/10/2011 Overview

Get offer Print form General Notice Error list

Possible offers

Possible offers	Enrollment period
New Participant	08/10/2011 - 09/14/2011
Life Beneficiary Chg	07/07/2000 - 12/31/9999

Offer

Note: HRBEN0001 uses the date entered to validate that the Employee signed his/her contract within the allotted 35 day period. If the signature date is outside of the 35 day period, the Enrolling a New Hire

HRBEN0001 transaction will not allow you to enroll the Employee for benefits. This is one of the few enrollment “checks and balances” that KHRIS provides.

Select “Medical” (select health insurance plan selected by Employee)

The screenshot shows the KHRIS Self-Service Center interface. The top navigation bar includes links for Employee Self-Service, Insurance Coordinator, and various reporting tools. The main content area is titled "Enrollment" and contains a "Direct selection" section with fields for Personnel no. and ID number. Below this is a "New Participant" section with a table of possible offers. A red arrow points to the "Medical" plan selection in the table. A text box on the right side of the screen reads: "Change resolution size to 75% to read entire screen".

Plan	Status	Validity period	Activity
Medical			
CW Standard PPO		10/01/2011 - 12/31/9999	
CW Capitol Choice		10/01/2011 - 12/31/9999	

Note: Make sure screen resolution is set at 75% (if needed) so you can view entire screen.

Select “Dependent Coverage” (for this example, Employee added son) – choose Parent Plus (if single, just click “Accept”)

The screenshot displays the 'HRBEN0001 - Enrollment - SAP NetWeaver Portal' interface. The main window is titled 'Enrollment' and contains a 'Maintain Health Plan' section. This section includes fields for 'Pers.No.', 'Plan' (set to 'CW Standard PP0'), and 'Start' date (10/01/2011). Below these fields, there is a 'Dependent Cover' dropdown menu set to 'Single'. A red arrow points to the 'Accept' button at the bottom of the 'Maintain Health Plan' window. The interface also shows a 'General Notice' section with an 'Enrollment period' of 08/01/2011 - 09/05/2011. The bottom of the screen shows a 'Done' button and a status bar with 'Internet' and '100%'.

Select “Dependent (s)”

The screenshot displays the 'Enrollment' screen for HRBEN0001. The 'Dependents' tab is active, showing a table with the following data:

Select	Name	Type of dep./ben.
<input type="checkbox"/>	Jacob Brown	Child

Below the table, there is an 'Accept' button with a red arrow pointing to it. The interface also includes a 'General Notice' section with an enrollment period of 08/01/2011 - 09/05/2011 and a table with status and validity period information.

Click “Accept”

Enrolling into Life Insurance

To enroll in the Life Insurance Basic AD&D and Optional (if applicable), continue on same screen

Select “Basic Life AD&D”

HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

PHF-TRAIN powered by KMI... Suggested Sites Ky Personnel Intranet Upgrade Your Browser

HRBEN0001 - Enrollment - SAP NetWeaver Portal

Page Safety Tools >>

Kentucky Personnel Cabinet Serving the People Who Serve the People

Help Log off KHRIS Self-Service Center

Insurance Coordinator RCPI Blair Direct

HRBEN0001 - Enrollment

History Back Forward

Enrollment

Menu Back Exit Cancel System

Enroll Name James Smith on 08/31/2011 Overview

Offer selection Get offer Print form General Notice Error list

Possible offers Enrollment period

Possible offers	Enrollment period
New Participant	08/01/2011 - 08/05/2011
Life Beneficiary Chg	01/01/1800 - 12/31/9999

Select

New Participant

Enroll Costs Undo selection Error List

Plan	Status	Validity
Medical		
CW Standard PPO		10/01/2011 - 12/31/9999
CW Capitol Choice		10/01/2011 - 12/31/9999
CW Optimum PPO		10/01/2011 - 12/31/9999
CW Maximum Choice		10/01/2011 - 12/31/9999
Waive Coverage with HRA		10/01/2011 - 12/31/9999
Waive Coverage without HRA		10/01/2011 - 12/31/9999
Forced Waiver NO HRA		10/01/2011 - 12/31/9999
Basic Life AD&D		10/01/2011 - 12/31/9999
Optional Life		10/01/2011 - 12/31/9999
Optional Life \$5,000 40-59		10/01/2011 - 12/31/9999

Click on Basic Life and AD&D (this life insurance is offered to Employee at no cost)

[illegible]

Select “Optional Life”/“Dependent Life” (if applicable). Only do this step if **needed**. If not needed, go to page 63 to complete enrollment for Health/Basic Life AD&D and FSA benefits (if applicable).

HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

HRBEN0001 - Enrollment - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

Help Log off

KHRIS Self-Service Center

Insurance Coordinator RCPI Silver Direct

Welcome

HRBEN0001 - Enrollment

History Back Forward

Enrollment

Menu Back Exit Cancel System

Enroll Name [redacted] on 08/31/2011 Overview

Offer selection

Get offer Print form General Notice Error list

Possible offers Enrollment period

Offer	Enrollment period
New Participant	08/01/2011 - 08/05/2011
Life Beneficiary Chg	01/01/1800 - 12/31/9999

New Participant

Enroll Costs Undo selection Error List

Plan	Status	Validity period	Activi...
Forced Waiver NO HRA	✓	10/01/2011 - 12/31/9999	
Basic Life AD&D	✓	10/01/2011 - 12/31/9999	
Basic Life and AD&D	✓	10/01/2011 - 12/31/9999	
Optional Life	✓	10/01/2011 - 12/31/9999	
Optional Life \$5,000 40-59	✓	10/01/2011 - 12/31/9999	
Optional Life \$10,000 40-59	✓	10/01/2011 - 12/31/9999	
Optional Life 1x Salary 40-59	✓	10/01/2011 - 12/31/9999	
Optional Life 2x Salary 40-59	✓	10/01/2011 - 12/31/9999	
Dependent Life	✓	10/01/2011 - 12/31/9999	
Dependent Life Plan A	✓	10/01/2011 - 12/31/9999	
Dependent Life Plan B	✓	10/01/2011 - 12/31/9999	
Dependent Life Plan C	✓	10/01/2011 - 12/31/9999	

Choose Optional Life or Dependent Life if applicable (this is a cost to the Employee)

Click “Accept”

The screenshot displays the 'Enrollment' page for HRBEN0001 in the SAP NetWeaver Portal. The page is titled 'Enrollment' and features a 'Coverage' tab. A red arrow points to the 'Accept' button. The page includes a navigation menu on the left, a header with the Kentucky Personnel Cabinet logo, and a main content area with enrollment details and a table of enrollment periods.

Navigation Menu:

- Home
- KYHRIS Processes
- KYHRIS Transactions
 - HRBEN0001 - Enrollment**
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZALU_SSN - Social Security Search
 - ZBNP002 - Benefits Policy Conversion Letter
 - ZBNP003 - User Password Reset

Enrollment Details:

Menu: Back Exit Cancel System

IP Maintain Insurance Plan

Pers. No. [Redacted]
 Plan [Redacted]
 Start 10/01/2011 - 12/31/9999

☐ Stop participation in period

Coverage / Beneficiaries

Insurance option and coverage

Insurance Opto \$0.000
 Basic Coverage 5,000.00 USD
 Additional Unit 0 X 0.00 USD
 Insurance Cover 5,000.00 USD

Costs USD Semi-monthly

EE post-tax 2.90
 Employer 0.00

Accept

Enrollment period

Status	Validity period	Activ.
Green checkmark	10/01/2011 - 12/31/9999	
Green checkmark	10/01/2011 - 12/31/9999	✓
Green checkmark	10/01/2011 - 12/31/9999	
Green checkmark	10/01/2011 - 12/31/9999	
Green checkmark	10/01/2011 - 12/31/9999	
Green checkmark	10/01/2011 - 12/31/9999	
Green checkmark	10/01/2011 - 12/31/9999	
Green checkmark	10/01/2011 - 12/31/9999	
Green checkmark	10/01/2011 - 12/31/9999	
Green checkmark	10/01/2011 - 12/31/9999	

Dependent Life

- Dependent Life Plan A 10/01/2011 - 12/31/9999
- Dependent Life Plan B 10/01/2011 - 12/31/9999
- Dependent Life Plan C 10/01/2011 - 12/31/9999

Enrolling in Flexible Spending Accounts (**Note:** Enrolling into Healthcare FSA/Dependent Care FSA is a cost to the Employee)

Select “Healthcare FSA/Dependent Care FSA” (if applicable). Only do this step if **needed**. If not, go to page 63 to complete enrollment for Health/Basic Life AD&D benefits.

The screenshot displays the SAP NetWeaver Portal for HRBEN0001 - Enrollment. The left sidebar contains a 'Detailed Navigation' menu with options like 'Welcome', 'KHRIS Processes', and 'KHRIS Transactions'. The main area is titled 'Enrollment' and includes a 'Direct selection' section with fields for 'Personnel no.' and 'ID number'. Below this is a 'New Participant' section with a table of available plans. An arrow points to the 'Healthcare FSA' option under the 'Medical FSA' category.

Plan	Status	Validity period	Activity
Optional Life \$5,000 < 40		10/01/2011 - 12/31/9999	
Optional Life \$10,000 < 40		10/01/2011 - 12/31/9999	
Optional Life 1x Salary <40		10/01/2011 - 12/31/9999	
Optional Life 2x Salary <40		10/01/2011 - 12/31/9999	
Dependent Life			
Dependent Life Plan A		10/01/2011 - 12/31/9999	
Dependent Life Plan B		10/01/2011 - 12/31/9999	
Dependent Life Plan C		10/01/2011 - 12/31/9999	
Dependent Life Plan D		10/01/2011 - 12/31/9999	
Dependent Life Plan E		10/01/2011 - 12/31/9999	
Medical FSA			
Healthcare FSA		10/01/2011 - 12/31/9999	
Dependent FSA			
Dependent Care FSA		10/01/2011 - 12/31/9999	

Choose Healthcare FSA if the Employee has elected this benefit.

In the “Contribution” field, enter the full **annual** amount selected by the Employee

The screenshot shows the KHRIS Enrollment portal in a web browser. The main window is titled "Enrollment" and contains a form for enrolling a new hire. The form includes fields for "Pers. No.", "Plan", "Start", and "Contribution". The "Contribution" field is set to "2400 USD". A red arrow points to the "Accept" button at the bottom left of the form. The background shows a detailed navigation menu on the left and a table of enrollment periods on the right.

Plan	Start	End
Healthcare FSA	10/01/2011	12/31/9999

Plan	Contribution
Healthcare FSA	2400 USD

Plan	Contribution
Healthcare FSA	2400 USD

Click “Accept”

Choose Dependent Care FSA if the Employee has elected this benefit

Only do this step if **needed**. If this step is not needed, go to page 63 to complete enrollment for Health/Basic Life AD&D benefits.

The screenshot shows the KHRIS Self-Service Center Enrollment page. The left sidebar contains a 'Detailed Navigation' menu with links to various HR services. The main content area is titled 'Enrollment' and includes a 'Direct selection' section with input fields for 'Personnel no.' and 'ID number'. Below this is a 'New Participant' section with a table of selected benefits. An arrow points to the 'Dependent Care FSA' option in the 'Dependent FSA' section.

Plan	Status	Validity period	Activity
Optional Life \$0,000 < 40		10/01/2011 - 12/31/9999	
Optional Life \$10,000 < 40		10/01/2011 - 12/31/9999	
Optional Life 1x Salary <40		10/01/2011 - 12/31/9999	
Optional Life 2x Salary <40		10/01/2011 - 12/31/9999	
Dependent Life			
Dependent Life Plan A		10/01/2011 - 12/31/9999	
Dependent Life Plan B		10/01/2011 - 12/31/9999	
Dependent Life Plan C		10/01/2011 - 12/31/9999	
Dependent Life Plan D		10/01/2011 - 12/31/9999	
Dependent Life Plan E		10/01/2011 - 12/31/9999	
Medical FSA			
Healthcare FSA		10/01/2011 - 12/31/9999	✓
Dependent FSA			
Dependent Care FSA		10/01/2011 - 12/31/9999	

In the “Contribution” field, enter the full **annual** amount selected by the Employee

The screenshot shows the KHRIS Enrollment system interface. A dialog box titled "Maintain Flexible Spending Account" is open, displaying the following information:

- Pers.No. [Redacted]
- Plan: Dependent Care FSA
- Start: 10/01/2011 - 12/31/9999
- Target contribution period 01/01/2011-12/31/2011
- Contribution: 1500 USD

A red arrow points to the "Accept" button at the bottom left of the dialog box. A black arrow points to the "Dependent Care FSA" option in the list of plans.

Plan	Status	Validity period	Activity
Optional Life \$10,000 < 40		10/01/2011 - 12/31/9999	
Optional Life 1x Salary <40		10/01/2011 - 12/31/9999	
Optional Life 2x Salary <40		10/01/2011 - 12/31/9999	
Dependent Life			
Dependent Life Plan A		10/01/2011 - 12/31/9999	
Dependent Life Plan B		10/01/2011 - 12/31/9999	
Dependent Life Plan C		10/01/2011 - 12/31/9999	
Dependent Life Plan D		10/01/2011 - 12/31/9999	
Dependent Life Plan E		10/01/2011 - 12/31/9999	
Medical FSA			
Healthcare FSA		10/01/2011 - 12/31/9999	✓
Dependent FSA			
Dependent Care FSA		10/01/2011 - 12/31/9999	

Click “Accept”

Select “Enroll”

HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisp2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

HRBEN0001 - Enrollment - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

Help Log off

KHRIS Self-Service Center

Insurance Coordinator (NCPI) | Sign Direct

Welcome

HRBEN0001 - Enrollment

History Back Forward

Enrollment

Menu Back Exit Cancel System

Direct selection

Personnel no.

ID number

Select

Enroll Name on 08/01/2011 Overview

Offer selection

Get offer Print form General Notice Error list

Possible offers

Possible offers	Enrollment period
New Participant	08/01/2011 - 08/05/2011
Life Beneficiary Chg	01/01/1800 - 12/31/9999

New Participant

Enroll Costs Undo selection Error list

Plan	Status	Validity period	Activi...
Forced Waiver NO HRA	✓	10/01/2011 - 12/31/9999	
Basic Life AD&D			
Basic Life and AD&D	✓	10/01/2011 - 12/31/9999	✓
Optional Life			
Optional Life \$5,000 40-59	✓	10/01/2011 - 12/31/9999	✓
Optional Life \$10,000 40-59		10/01/2011 - 12/31/9999	
Optional Life 1x Salary 40-59		10/01/2011 - 12/31/9999	
Optional Life 2x Salary 40-59		10/01/2011 - 12/31/9999	
Dependent Life			
Dependent Life Plan A		10/01/2011 - 12/31/9999	
Dependent Life Plan B		10/01/2011 - 12/31/9999	
Dependent Life Plan C		10/01/2011 - 12/31/9999	

Select “Enroll”

The screenshot displays the HRBEN0001 - Enrollment - SAP NetWeaver Portal in a Windows Internet Explorer browser. The browser's address bar shows the URL <https://hrisep2.ky.gov/hrjportal>. The page features a header with the Kentucky Personnel Cabinet logo and a navigation menu on the left. The main content area is titled "Enrollment" and contains a confirmation dialog box titled "ED Confirmation of Selected Actions". This dialog box includes a table with columns for Activity, Plan, From, and To, listing various life insurance plans. Below the table, there is a red arrow pointing to the "Enroll" button. To the right of the table, there is a "General Notice" section and a "Status" table with columns for Status, Validity period, and Activ. The status table shows several rows with a status of "Active" and a validity period of "10/01/2011 - 12/31/9999".

HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisep2.ky.gov/hrjportal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

HRBEN0001 - Enrollment - SAP NetWeaver Portal

Kentucky Personnel Cabinet

Insurance Coordinator NCPH Biller Direct

HRBEN0001 - Enrollment

Enrollment

ED Confirmation of Selected Actions

on 09/01/2011 Overview

Activity	Plan	From	To
Change	Basic Life and AD&D	10/01/2011	12/31/9999
Change	Optional Life \$5,000 40-59	10/01/2011	12/31/9999

General Notice 037 Error list

01/2011 - 08/05/2011

01/1800 - 12/31/9999

to selection Error List

Status	Validity period	Activ.
Active	10/01/2011 - 12/31/9999	
Active	10/01/2011 - 12/31/9999	✓
Active	10/01/2011 - 12/31/9999	✓
Active	10/01/2011 - 12/31/9999	✓
Active	10/01/2011 - 12/31/9999	✓
Active	10/01/2011 - 12/31/9999	✓

Optional Life 2x Salary 40-59

Dependent Life

Dependent Life Plan A

Dependent Life Plan B

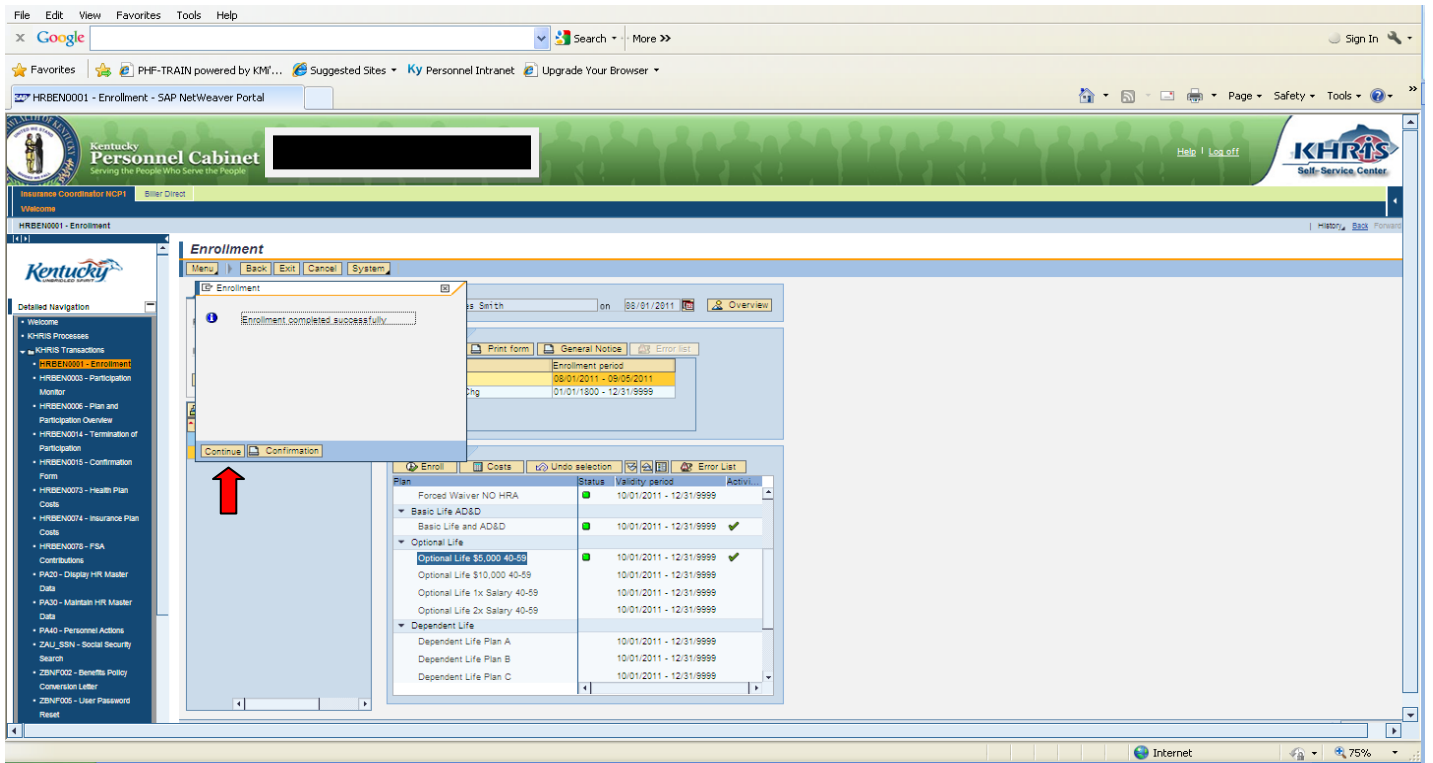
Dependent Life Plan C

Enroll Cancel

Done

Internet 75%

You will receive acknowledgement “Enrollment completed successfully”



Select “Continue”

Designating Beneficiary(ies) into Life Insurance Plan (s)

On the same screen, enter Beneficiary information

Select “Life Beneficiary Chg” (highlight)

The screenshot shows the SAP NetWeaver Portal interface for the Kentucky Personnel Cabinet. The main window displays the 'Enrollment' process. On the left, a 'Detailed Navigation' pane lists various HR processes, with 'HRBEN0001 - Enrollment' selected. The main content area shows the 'Enrollment' form. The 'Offer selection' section includes a table of 'Possible offers' with the following data:

Possible offers	Enrollment period
New Participant	08/01/2011 - 09/05/2011
Life Beneficiary Chg	01/01/1800 - 12/31/9999

The 'Life Beneficiary Chg' row is highlighted in yellow. A callout box with the text 'Select Life Beneficiary Chg' points to this row. The 'Direct selection' section on the left includes fields for 'Personnel no.' and 'ID number', and a 'Select' button. The 'Offer' section on the right is currently empty.

Note: Does your Employee know? If a death occurs and a minor (a person not of legal age) or the insured's estate is the Beneficiary, it may be necessary to have a guardian or a legal representative appointed before any death benefit can be paid; this means legal expenses for the Beneficiary and delay in the payment of the insurance. Please advise Employee to take this into account when naming a Beneficiary.

Percentages must be designated for the beneficiary(ies).

Select “Get Offer”

The screenshot shows the HRBEN0001 - Enrollment - SAP NetWeaver Portal in Internet Explorer. The browser address bar shows the URL <https://khrisp2.ky.gov/irj/portal>. The page header includes the Kentucky Personnel Cabinet logo and the text "Serving the People Who Serve the People". The main content area is titled "Enrollment" and contains a "Direct selection" section with a "Get offer" button highlighted by a red arrow. Below this, there is a table with the following data:

Possible offers	Enrollment period
New Participant	08/01/2011 - 09/05/2011
Life Beneficiary Chg	01/01/1800 - 12/31/9999

The left navigation menu includes the following items:

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - Monitor
 - HRBEN0002 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0075 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - PAU - SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF006 - User Password Reset

Select “Basic Life and AD&D”

The screenshot displays the HRBEN0001 - Enrollment - SAP NetWeaver Portal in a Windows Internet Explorer browser. The address bar shows the URL: <https://khrisep2.ky.gov/irj/portal>. The page header includes the Kentucky Personnel Cabinet logo and the text "Serving the People Who Serve the People". The main content area is titled "Enrollment" and features a "Direct selection" section with fields for "Personnel no." and "ID number". Below these fields is a "Select" button. To the right, the "Offer selection" section displays a table with columns for "Possible offers", "Enrollment period", and "Life Beneficiary Chg". The table lists "New Participant" and "Life Beneficiary Chg" with their respective enrollment periods. Below this, the "Life Beneficiary Chg" section shows a table with columns for "Plan", "Status", "Validity period", and "Active". The table lists "Basic Life AD&D" and "Optional Life" with their respective validity periods. A black arrow points to the "Basic Life AD&D" row. The left sidebar contains a "Detailed Navigation" menu with various options, including "Welcome", "KHRIS Processes", "KHRIS Transactions", "HRBEN0001 - Enrollment", "HRBEN0003 - Participation Monitor", "HRBEN0005 - Plan and Participation Overview", "HRBEN0014 - Termination of Participation", "HRBEN0015 - Confirmation Form", "HRBEN0073 - Health Plan Costs", "HRBEN0074 - Insurance Plan Costs", "HRBEN0075 - FSA Contributions", "PA20 - Display HR Master Data", "PA30 - Maintain HR Master Data", "PA40 - Personnel Actions", "ZAU - SSN - Social Security Search", "ZBNF002 - Benefits Policy Conversion Letter", and "ZBNF006 - User Password Reset".

HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

HRBEN0001 - Enrollment - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

Help Log off

KHRIS Self-Service Center

Insurance Coordinator (NCP) Bill Direct

Welcome

HRBEN0001 - Enrollment

History Back Forward

Enrollment

Menu Back Exit Cancel System

Direct selection

Enroll Name on 08/01/2011 Overview

Offer selection

Get offer Print form General Notice Error list

Possible offers	Enrollment period
New Participant	08/01/2011 - 09/05/2011
Life Beneficiary Chg	01/01/1800 - 12/31/9999

Life Beneficiary Chg

Enroll Costs Undo selection Error list

Plan	Status	Validity period	Active
Basic Life AD&D		10/01/2011 - 12/31/9999	
Optional Life		10/01/2011 - 12/31/9999	

Optional Life \$5,000 40-59

Done

Internet 75%

Select “Beneficiaries tab”

The screenshot displays the HRBEN0001 - Enrollment - SAP NetWeaver Portal. The interface includes a top navigation bar with the Kentucky Personnel Cabinet logo and a search bar. The main content area is titled "Enrollment" and features a "Beneficiaries" tab. A table lists beneficiaries, with the first entry being "Amy Smith" (Child). A red arrow points to the "Accept" button at the bottom left. Two callout boxes provide instructions: "Select Beneficiaries" points to the table, and "Enter percentage (%) amount" points to the "Accept" button.

Port	Name	Type of dependent...	Co
	Amy Smith	Child	

Accept

Enter percentage (%). Beneficiary (ies) may be designated as a contingent Beneficiary by checking the contingent box.

Click “Accept”

Click “Optional Life/Dependent Life”, (if applicable) and repeat steps for Beneficiary information. If this step is not needed, continue with enrolling a new hire.

Enrollment

Menu | Back | Exit | Cancel | System

Maintain Insurance Plan

Pers.No. [redacted] on 07/01/2011 Overview

Plan BASIC Life and AD&D

Start 09/01/2011 - 12/31/9999

☐ Stop participation in period

Coverage Beneficiaries

Pct	Name	Type of dependent	Co
100	Beach Trust Fund	Trust Fund	

Accept

General Notice

Enrollment period

07/01/2011 - 08/05/2011

01/01/1800 - 12/31/9999

Undo selection

Status	Validity period	Activity
✓	09/01/2011 - 12/31/9999	✓

EQ (400)

Note: If Employee had named dependent/other Beneficiary and also wanted an External Organization to be a Beneficiary, then each Beneficiary needs the designated amount (amounts have to equal to 100%; or one can be selected as a contingent Beneficiary).

The Employee must associate a percentage with each individual he/she selects as a beneficiary. If not, the individual(s) will not be added on the life insurance plan as a beneficiary. Also, the total percentage must equal 100%. The Beneficiary percentage must equal 100% and the Contingent percentage must equal 100%. Finally, only whole numbers can be used.

Click "Accept"

HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepg.ky.gov/jsp/portal

File Edit View Favorites Tools Help

Google Search

Sign In

HRBEN0001 - Enrollment - SAP NetWeaver Portal

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment**
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAUI_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter

Enrollment

Menu Back Exit Cancel System

Maintain Insurance Plan

Pers.No. [redacted] on 07/01/2011 Overview

Plan BASIC Life and AD&D

Start 09/01/2011 - 12/31/9999

☐ Stop participation in period

Coverage Beneficiaries

Pcnt	Name	Type of dependentb...	Col
50	Kathy James	Spouse	
50	Beach Trust Fund	Trust Fund	

Accept

General Notice Error list

Enrollment period

Enrollment period
07/01/2011 - 08/05/2011
01/01/1800 - 12/31/9999

Undo selection Error List

Status	Validity period	Activity
■	09/01/2011 - 12/31/9999	

ECQ (400)

Trusted sites 100%

Click “Enroll”

HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

HRBEN0001 - Enrollment - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

Help Log off

KHRIS Self-Service Center

Insurance Coordinator (NCPI) | Sign Direct

Welcome

HRBEN0001 - Enrollment

Enrollment

Menu Back Exit Cancel System

Direct selection

Enroll Name [Redacted] on 08/01/2011 Overview

Offer selection

Get offer Print form General Notice Error list

Possible offers

Possible offers	Enrollment period
New Participant	08/01/2011 - 09/05/2011
Life Beneficiary Chg	01/01/1800 - 12/31/9999

Life Beneficiary Chg

Enroll Costs Undo selection Error list

Plan	Status	Validity period	Active
Basic Life AD&D	✓	10/01/2011 - 12/31/9999	✓
Optional Life	✓	10/01/2011 - 12/31/9999	✓
Optional Life \$5,000 40-59	✓	10/01/2011 - 12/31/9999	✓

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0005 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0075 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - PAU - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF006 - User Password Reset

Click “Enroll”

HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

HRBEN0001 - Enrollment - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

Help Log off

KHRIS Self-Service Center

Insurance Coordinator NCPI Silver Direct

Welcome

HRBEN0001 - Enrollment

Enrollment

Menu Back Exit Cancel System

Confirmation of Selected Actions

List of Plans

Activity	Plan	From	To
Create	Optional Life \$5,000 40-59	10/01/2011	12/31/9999
Change	Basic Life and AD&D	10/01/2011	12/31/9999

Enroll Cancel

General Notice

Enrollment period

01/2011 - 09/05/2011

01/1800 - 12/31/9999

Go selection

Status	Validity period	Activi...
	10/01/2011 - 12/31/9999	
	10/01/2011 - 12/31/9999	
	10/01/2011 - 12/31/9999	
	10/01/2011 - 12/31/9999	
	10/01/2011 - 12/31/9999	
	10/01/2011 - 12/31/9999	
	10/01/2011 - 12/31/9999	

Wave Coverage without HRA

Forced Waiver NO HRA

Basic Life AD&D

Basic Life and AD&D

Optional Life

Optional Life \$5,000 40-59

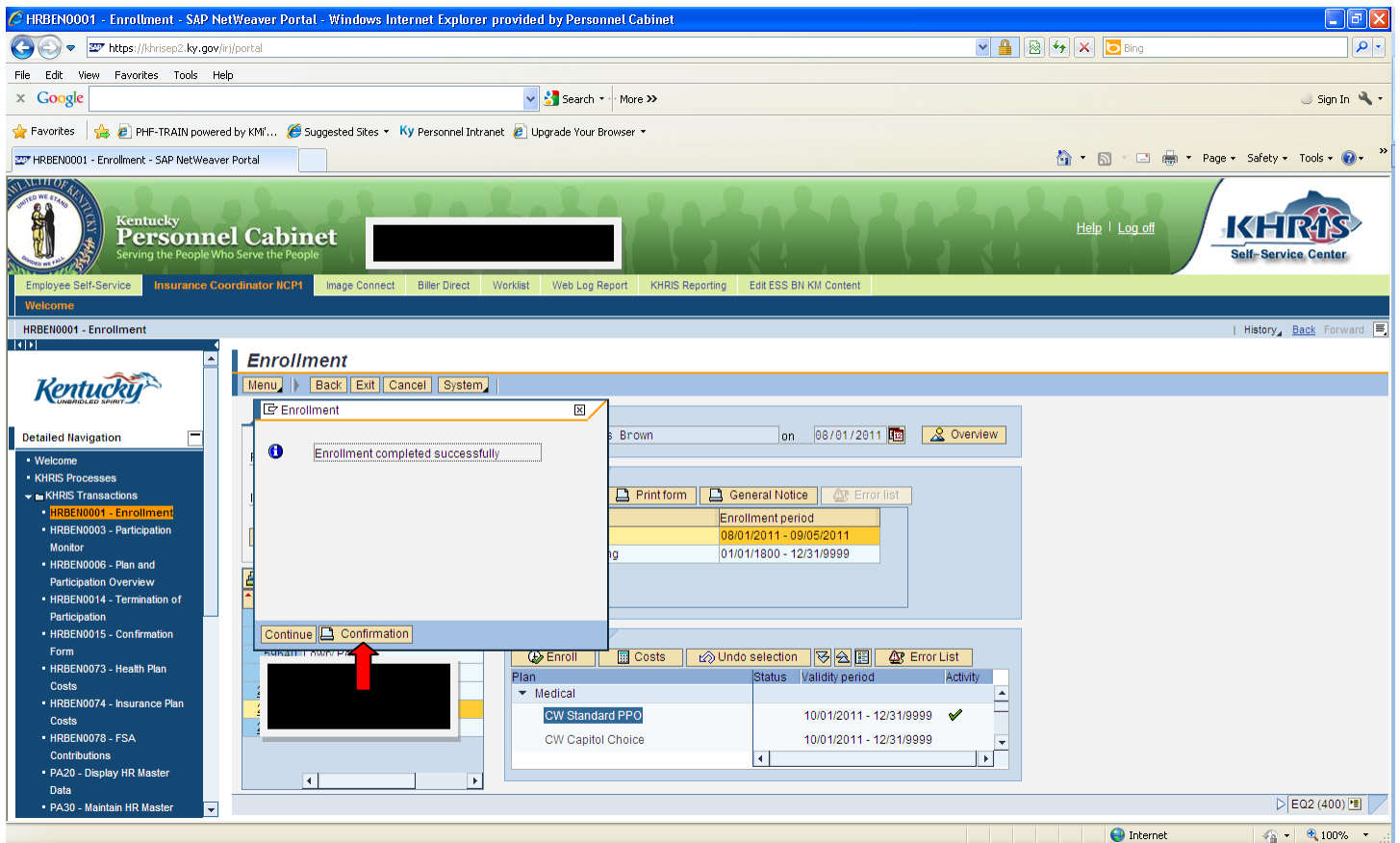
EQ2 (400)

Done

Internet

75%

After enrolling the new hire, you will get a message “Enrollment completed successfully”



Select “Confirmation”

The screenshot shows the HRBEN0001 - Enrollment - SAP NetWeaver Portal. The page is titled "Enrollment" and has a "Print" button highlighted by a red arrow. A callout box points to the "Print" button with the text "Change output device". The page also displays a "Detailed Navigation" menu on the left and a "Print" dialog box on the right.

Print Dialog Box:

- Output Device:** LOCL
- Frontend Printer:** [Text Field]
- Spool Request:**
 - Name:** P8FORM_LOCL_PJT9999
 - Cover Page Text:** [Text Field]
 - Authorization:** [Text Field]
- Spool Control:**
 - ☒ Print Immediately
 - ☐ Delete After Output
 - ☐ New Spool Request
 - ☐ Close Spool Request
 - Spool Retention Per.:** 3 Day(s)
 - Storage Mode:** Print only
- Number of Copies:**
 - Number of Copies:** 1
- Cover Page Settings:**
 - SAP Cover Page:** Do Not Print
 - Recipient(s):** [Text Field]
 - Department:** [Text Field]

At the bottom of the dialog box, there are buttons for "Print", "Print Preview", and a close button (X). A red arrow points to the "Print" button.

Enrolling a New Hire

Employee Demographic Updates/Corrections

This transaction will allow you to correct and/or update the Employee's demographic data such as names, gender, social security number, birthday, marital status and address. Any corrections for dependents are to be sent to the Enrollment Information branch.

Step 1: PA 30 Maintain HR Master Data (select from menu on left)

In the "Personnel No." field, enter Employee's Personnel No. or use the search options to find Employee's Personnel No.

Click "Enter" (verify Employee information)

Select "Basic personal data" tab

The screenshot shows the SAP NetWeaver Portal interface for the PA30 - Maintain HR Master Data transaction. The browser window title is "PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The URL is "https://hrisepq.ky.gov/lnjportal". The interface includes a "Detailed Navigation" menu on the left with options like "Welcome", "KHRIS Processes", "KHRIS Transactions", and "PA30 - Maintain HR Master Data". The main area is titled "Maintain HR Master Data" and contains a "Find by" section with "Person" selected. The "Personnel no." field is populated with "233782". The "Name" field is "Mouse, Mickey". The "Status" is "Active". The "EE group" is "External - BN" and the "EE subgroup" is "41 24 Non-Paid". The "Personnel area" is "0004" and the "Pers. subarea" is "2001". The "Basic personal data" tab is selected, showing a list of data fields with checkboxes and a "Period" section with radio buttons. A black arrow points to the "PA30 - Maintain HR Master Data" option in the navigation menu.

Select Infotype “0002 Personal Data” (highlight)

Click “Change” -if you are correcting an error

Click “Copy” -if you are updating information

Note: Only chose “Change” if you are correcting data that has been wrong since the Employee’s initial entry into KHRIS. If you are updating a name due to a name change, make sure the Employee has a new social security card reflecting the name change. If you are correcting information and clicked “Change”, do not change the “Start Date”. If you are updating the information, enter today’s date in the “Start Date” field. Update any applicable demographic data. Use “Copy” to update address.

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepq.ky.gov/hrjportal

File Edit View Favorites Tools Help

Ky Personnel Intranet Web Slice Gallery

Ky Kentucky: Personnel ... Contact Center - Ma... KYEASCCS02 Standa... KYEASCCS02 KYEA5... Kentucky Retirement... PA30 - Maintain ...

Help Log off

Welcome

Maintain HR Master Data

Menu Back Exit Cancel System Create Change Display Copy Delimit Delete Overview

Find by

Person

Collective search help

Search Term

Free search

Personnel no. 233782 Copy

Name Mouse, Mickey

Status Active

EE group L External - BN Personnel area 0004 Benefits Only

EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text

0000 Actions

0001 Organizational Assignment

0002 Personal Data

0006 Addresses

0007 Planned Working Time

0008 Basic Pay

0009 Bank Details

0019 Monitoring of Tasks

0031 Reference Personnel Numbers

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype STy

If you are **correcting** information and clicked “change”, don’t change the “Start Date”. If you are **updating** (click “copy”) the information, enter today’s date in “Start Date” field. Make necessary changes or updates to the applicable demographic data.

In this instance, marital status was updated and a middle name was added. “Copy” was used.

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepa.ky.gov/irj/portal

File Edit View Favorites Tools Help

Ky Kentucky: Personnel ... Contact Center - Ma... KYEASCC502 Standa... KYEASCC502 KYEAS... Kentucky Retirement... PA30 - Maintain ...

Employee Self-Service Manager Self-Service Insurance Coordinator MCP1 Image Connect Worklist Web Log Report KHRIS Reporting

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
 - KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data**
 - PA40 - Personnel Actions
 - ZAUI_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History
 - ZBNR010 - Display FSA YTD

Copy 0002 Personal Data

Menu Save Back Exit Cancel System Previous record Next record Overview

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Personnel No 233782 Name Mouse, Mickey

Position 99999999 Integration: default position

Status Active

Start 02/28/2012 To 12/31/9999

Name

- Last name
- First name
- Middle name
- Suffix
- Name

HR data

- SSN
- Date of Birth
- Language English
- Marital Status Marr.

Gender

- Female
- ☒ Male
- Unknown

Use Change or Copy to make changes to name/DOB/Marital Status and Gender

ECQ (400)

Trusted sites 100%

For address changes/updates, select Infotype “0006 Addresses” (highlight)

Select “STyp 1 Permanent residence” (from pop-up box)

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepq.ky.gov/hrjportal

File Edit View Favorites Tools Help

Search

Ky Personnel Intranet Web Slice Gallery

Ky Kentucky: Personnel ... Contact Center - Ma... KYEASCC502 Standa... KYEASCC502 KYEAS... Kentucky Retirement... PA30 - Maintain ...

Help Log off

Employee Self-Service Manager Self-Service Insurance Coordinator NCP1 Image Connect Worklist Web Log Report KHRIS Reporting

Welcome

Maintain HR Master Data

Menu Back Exit Cancel System Create Change Display Copy Delimit Delete Overview

Find by

Person

Collective search help

Search Term

Free search

Personnel no. 233709 Copy

Name Goofy Dawg Status Active

EE group External - BN Personnel area 0004 Benefits Only

EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text

0000 Actions

0001 Organizational Assignment

0002 Personal Data

0006 Addresses

0007 Planned Working Time

0008 Basic Pay

0009 Bank Details

0019 Monitoring of Tasks

0031 Reference Personnel Numbers

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

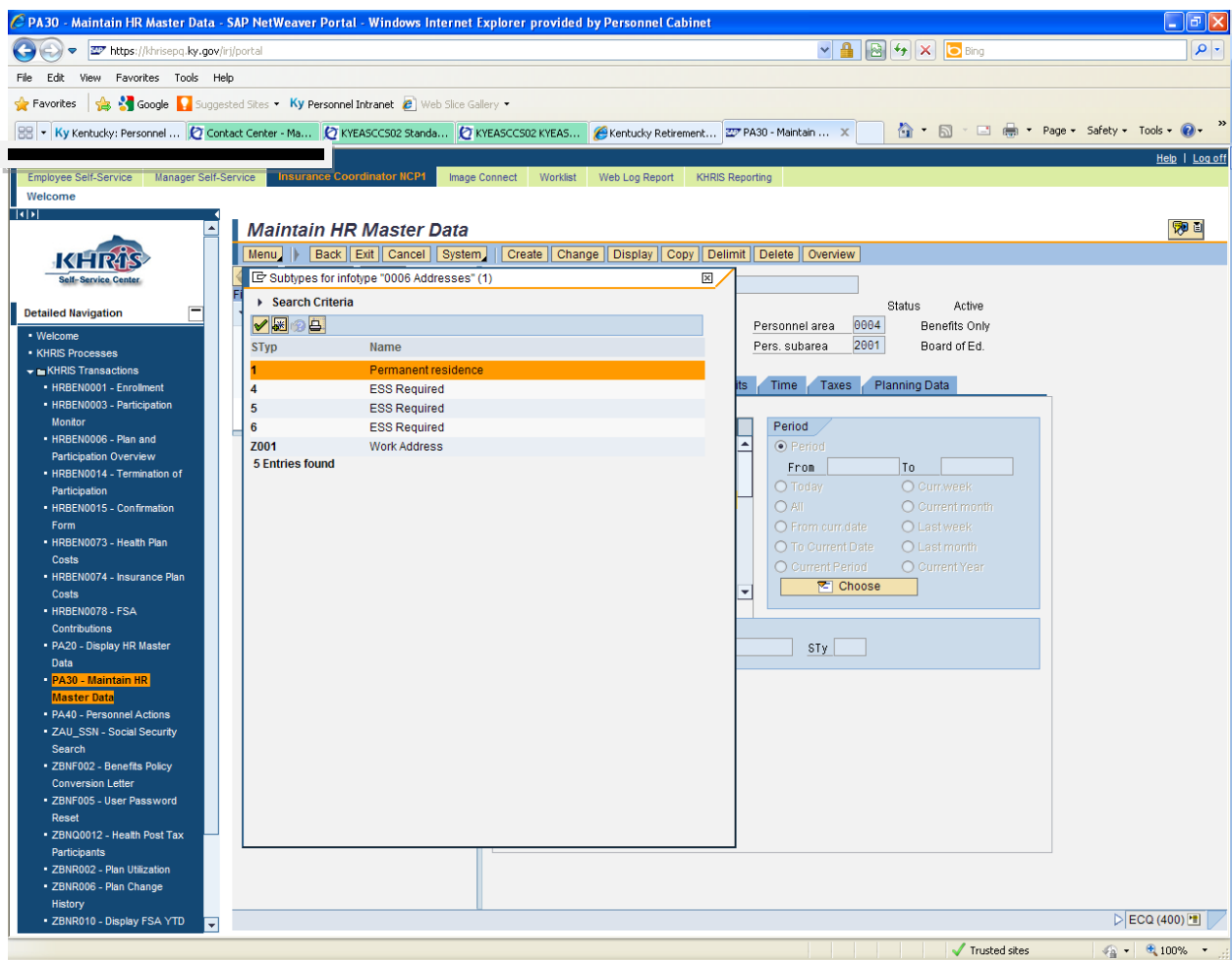
Direct selection

Infotype STyp

Copy

Trusted sites

100%



Click ✓ and make updates/corrections

Note: If there is not a telephone number listed you can enter it during this transaction. The first telephone number listed should be the primary phone number. If Employee has multiple numbers to enter, use the “Communications” area to enter multiple numbers Use the drop down menu next to “Type” field. If applicable, enter extension for work numbers. Repeat this step if needed to add additional phone numbers.

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepq.ky.gov/irj/portal

File Edit View Favorites Tools Help

☆ Favorites ☆ Google Suggested Sites Ky Personnel Intranet Web Slice Gallery

Ky Kentucky: Personnel ... Contact Center - Ma... KYEASCCS02 Skanda... KYEASCCS02 KYEAS... Kentucky Retirement... PA30 - Maintain ...

Employee Self-Service Manager Self-Service Insurance Coordinator MCP1 Image Connect Worklist Web Log Report KHRIS Reporting Help Log off

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data**
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History
 - ZBNR010 - Display FSA YTD

Copy 0006 Addresses

Menu Save Back Exit Cancel System Previous record Next record Overview

Find by Person

- Collective search help
- Search Term
- Free search

Personnel No. 233709 Name Goofy Dawg

Position 99999999 Integration: default position

Status Active

Start 02/15/2012 to 12/31/9999

Address

Address type Permanent residence

Care Of

Address line 1

Address line 2

City/county

State/zip code 40515

Country Key

Telephone Number Communications

Type	Number	Ext
Type	Number	Ext
Type	Number	Ext
Type	Number	Ext

Enter telephone number(s) if needed.

Additional fields

County code 034 Fayette

Enter County code

ECQ (400)

Trusted sites 100%

Enter “County code” (use drop down box) and make sure it matches the zip code listed; if it does not match you will get an error.

Click “Save”

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepq.ky.gov/hrportal

File Edit View Favorites Tools Help

Google Suggested Sites Ky Personnel Intranet Web Slice Gallery

Ky Kentucky: Personnel ... Contact Center - Ma... KYEASCCS02 Standa... KYEASCCS02 KYEAS... Kentucky Retirement... PA30 - Maintain ...

Employee Self-Service Manager Self-Service Maintenance Coordinator MCP1 Image Connect Worklist Web Log Report KHRIS Reporting Help Log off

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data**
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History
 - ZBNR010 - Display FSA YTD

Copy 0006 Addresses

Menu Save Back Exit Cancel System Previous record Next record Overview

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Personnel No 233799 Name Goofy Dawg

Position 99999999 Integration: default position

Status Active

Start 02/15/2012 to 12/31/9999

Address

Address type Permanent residence

Care Of

Address line 1

Address line 2

City/county

State/zip code 49515

Country Key

Telephone Number

Communications

Type	WORK	Number	502 564-0000	Ext	1234
Type		Number		Ext	
Type		Number		Ext	
Type		Number		Ext	

Additional fields

County code 034 Fayette

EQ (400)

Trusted sites 100%

Click “Enter” to acknowledge the message at the bottom

Transaction Complete

Terminating Participation

Step 1: PA20 Display HR Master Data (select from menu on left)

Note: This step is to VERIFY information only.

PA20 - Display HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/jportal

File Edit View Favorites Tools Help

Google Search Sign In

PA20 - Display HR Master Data - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

Help Log off

KHRIS Self-Service Center

Employee Self-Service Insurance Coordinator MCP1 Image Connect Biller Direct Worklist Web Log Report KHRIS Reporting Edit ESS BN KM Content

Welcome

PA20 - Display HR Master Data

Display HR Master Data

Menu Back Exit Cancel System Display Overview

Find by

Personnel no. [Redacted]

Name [Redacted]

EE group External - BN Personnel area 0004

EE subgroup 41 24 Non-Paid Pers. subarea 2001

Status Withdrawn

Benefits Only Board of Ed.

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text

0000 Actions

0001 Organizational Assignment

0002 Personal Data

0006 Addresses

0007 Planned Working Time

0008 Basic Pay

0009 Bank Details

0019 Monitoring of Tasks

0031 Reference Personnel Numbers

Period

From To

Today All From curr.date To Current Date Current Period Current week Current month Last week Last month Current Year

Choose

Direct selection

Infotype STy

PA20 - Display HR Master Data

PA30 - Maintain HR Master

Enter Personnel No. of Employee in the Personnel No. field (if you are unsure of the Employee's Personnel no, you will need to do a Social Security Number search using ZAU_SSN- Social Security Search as directed in Step 1 on Page 8 of this User Guide.

Click "Enter"

Verify this screen to make sure Employee information is correct

Terminating Participation

On the same screen, select the “Benefits” Tab

The screenshot shows the 'Display HR Master Data' screen in the SAP NetWeaver Portal. The 'Benefits' tab is selected, and the '0167 Health Plans' and '0168 Insurance Plans' options are checked. A red arrow points to the 'Benefits' tab, and a black arrow points to the '0167 Health Plans' option.

Personnel no. [REDACTED]
Name [REDACTED]
EE group: External - BN
EE subgroup: 41 24 Non-Paid
Personnel area: 0004
Pers. subarea: 2001
Status: Active
Benefits Only
Board of Ed.

Basic personal data | Payroll | **Benefits** | Time | Taxes | Planning Data

Infotype text
0021 Family Member/Dependents
0031 Reference Personnel Numbers
0041 Date Specifications
0167 Health Plans
0168 Insurance Plans
0170 Flexible Spending Accounts
0171 General Benefits Information
0219 External Organizations
0376 Benefits Medical Information

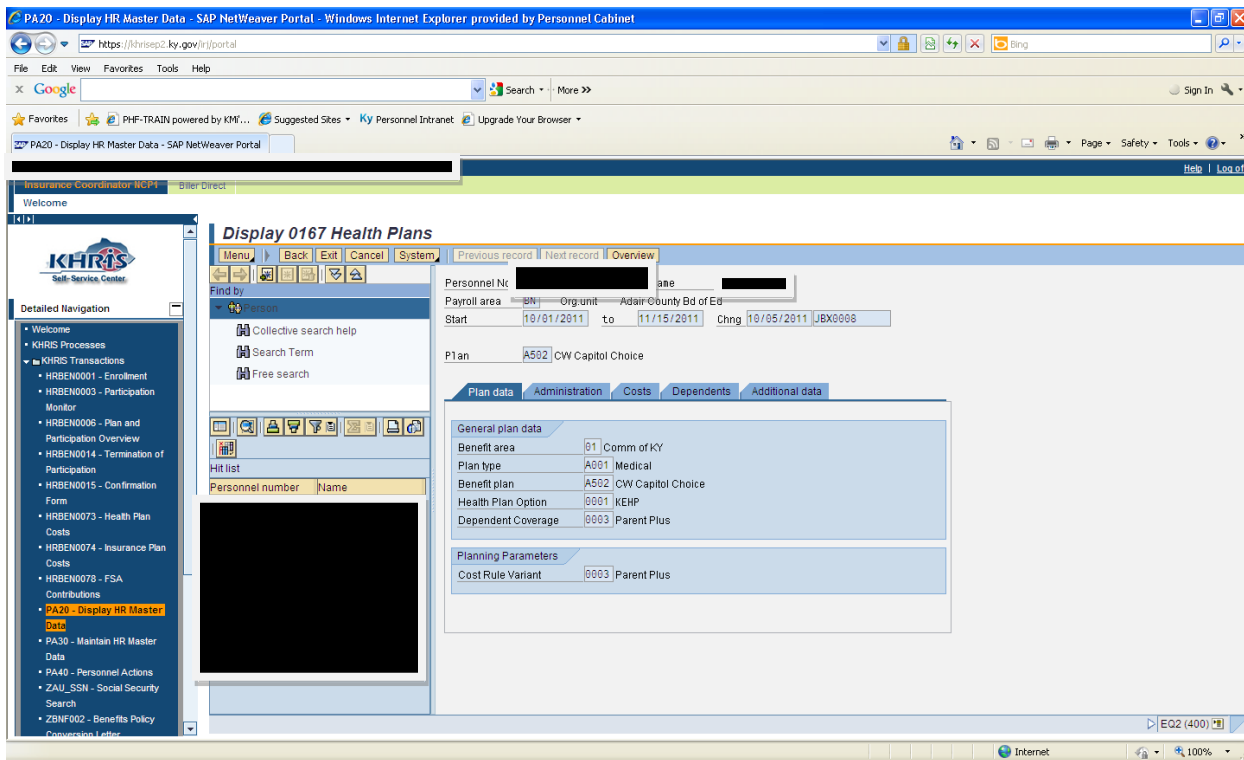
Period
From [REDACTED] To [REDACTED]
Today
All
From curr.date
To Current Date
Current Period
Curr.week
Current month
Last week
Last month
Current Year
Choose

Direct selection
Infotype [REDACTED] STy [REDACTED]

Click on “0167 Health Plans” then after checking the health plan, Click on “0168 Insurance Plans” to check the life insurance plan, and click on “0170 Flexible Spending Accounts” to check flexible spending accounts.

Click “Display”

Terminating Participation



Note: The above steps are to make sure you have the correct Personnel No. and to verify that the health and life plans have not been terminated. You can also repeat these steps for “0168 Insurance Plans and 0170 Flexible Spending Accounts”. If the plan has been terminated and all information (dates) are correct, then nothing needs to be done. If you are sure of the correct Personnel No. and the plans have not been terminated, then you can skip this step and go to Step 2.

Step 2: PA 40 Personnel Actions (select from menu on left)

PA40 - Personnel Actions - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisep2.ky.gov/jportal

File Edit View Favorites Tools Help

Google Search Sign In

PA40 - Personnel Actions - SAP NetWeaver Portal

Kentucky Personnel Cabinet
Serving the People Who Serve the People

Help Log off

KHRIS Self-Service Center

Employee Self-Service Insurance Coordinator NCP1 Image Connect Biller Direct Worklist Web Log Report KHRIS Reporting Edit ESS BN KM Content

Welcome

PA40 - Personnel Actions

Personnel Actions

Menu Back Exit Cancel System Execute

Find by

Personnel no. [Redacted]

Name [Redacted]

EE group L External - BN

EE subgroup 41 24 Non-Paid

From

Personnel area 0004

Pers. subarea 2001

Status Active

Benefits Only

Board of Ed.

Personnel Actions

Action Type	Person...	EE group	EE sub...
BN - Begin Participation			
BN - End Participation			
BN - Begin Leave W / Out Pay			
BN - End Leave W / Out Pay			
BN - Change FSA Billing Freq			
BN - Rehire			

Enter the Personnel No.

Click "Enter"

Verify that you have the correct Employee

Terminating Participation

In the “From” field enter the day **AFTER** last day of work (i.e. if Employee’s last day of work is 11/01/11; you will enter 11/02/11)

PA40 - Personnel Actions - SAP NetWeaver Portal - Windows Internet Explorer provided by Kannel Cabinet

https://hrisep2.ky.gov/irjportal

File Edit View Favorites Tools Help

Google Search More

Sign In

PA40 - Personnel Actions - SAP NetWeaver Portal

Insurance Coordinator MCP1 Biter Direct

Welcome

Personnel Actions

Menu Back Exit Cancel System Execute SSN Search

Find by

Person

Collective search help

Search Term

Free search

Personnel no. [redacted]

Name [redacted]

EE group External - BN

EE subgroup 41 24 Non-Paid

From 11/02/2011

Status Active

Personnel area 0004

Pers. subarea 2001

Benefits Only

Board of Ed.

Enter the day AFTER Employee's last day worked

Personnel Actions

Action Type	Personnel	EE group	EE sub...
BN - Begin Participation			
BN - End Participation			
BN - Begin Leave W / Out Pay			
BN - End Leave W / Out Pay			
BN - Change FSA Billing Freq			
BN - Rehire			

Detailed Navigation

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- KHRIS Transactions
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 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
- PA20 - Display HR Master Data
- PA30 - Maintain HR Master Data
- PA40 - Personnel Actions**
- ZAUI_SSNI - Social Security Search
- ZBNF002 - Benefits Policy Conversion Letter

Done

Internet

EQ2 (400)

100%

Select “End Participation” (highlight)

Click “Execute”

PA40 - Personnel Actions - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrwise02.ky.gov/ir/portal

File Edit View Favorites Tools Help

Google Search More >>

PA40 - Personnel Actions - SAP NetWeaver Portal

Help Log off

Kentucky Personnel Cabinet

Serving the People Who Serve the People

Employee Self-Service Insurance Coordinator NCP1 Image Connect Biller Direct Worklist Web Log Report KHRIS Reporting Edit ESS BN KM Content

PA40 - Personnel Actions

Personnel Actions

Menu Back Exit Cancel System Execute

Find by

Personnel no. [Redacted]

Name [Redacted] Status Active

EE group External - BN Personnel area 0004 Benefits Only

EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.

From 06/02/2011

Action Type	Personn.	EE group	EE sub...
BN - Begin Participation			
BN - End Participation			
BN - Begin Leave W / Out Pay			
BN - End Leave W / Out Pay			
BN - Change FSA Billing Freq			
BN - Rehire			

EQ2 (400)

Terminating Participation

Copy 0000 Actions

At this screen, you will **NOT** enter any information. The day AFTER last day worked will populate in the “Start” field.

Click “Save”

Click “Enter”

PA40 - Personnel Actions - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/hrportal

File Edit View Favorites Tools Help

Google Search

PA40 - Personnel Actions - SAP NetWeaver Portal

Welcome, Charlotte Smith - Adair County Bd of Ed (00001)

Insurance Coordinator NCP1 Biller Direct

Welcome

Copy 0000 Actions

Menu Save Back Exit Cancel System Previous record Next record Overview Execute info group Change info group

Pers. No. [Redacted]
Name [Redacted]
EE group External - BN Personnel ar 0004 Benefits Only
EE subgroup 41 24 Non-Paid
Start 11/02/2011 to 12/31/9999

Personnel action
Action Type BN - End Participation
Reason for Action BN_End Participation

Status
Customer-specific
Employment Withdrawn
Special payment

Organizational assignment
Position
Personnel area 0004 Benefits Only
Employee group External - BN
Employee subgroup 41 24 Non-Paid

Additional actions

Start Date	Act	Action Type	ActR	Reason for action
11/02/2011	B2	BN - End Participation		BN_End Participation

EO2 (400)

Internet 100%

Do NOT enter any information on this screen

Terminating Participation

Copy 0001 Organizational Assignment

At this screen, you will **NOT** enter any information. The day AFTER last day worked will automatically populate in the “Start” field.

Click “Save”

Click “Enter”

The screenshot shows a web browser window titled "PA40 - Personnel Actions - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The address bar shows "https://khrisp2.ky.gov/ir/portal". The page has a blue header with the KHRIS logo and a detailed navigation menu on the left. The main content area is titled "Copy 0001 Organizational Assignment" and contains several tabs: Menu, Save, Back, Exit, Cancel, System, Previous record, Next record, Overview, and Org Structure. The "Save" tab is active. The form displays the following information:

- Personnel No: [redacted]
- EE group: External - BN
- EE subgroup: 41 24 Non-Paid
- Start: 11/02/2011 to 12/31/9999
- Enterprise structure:
 - CoCode: COMK Commonwealth of Kentucky
 - Pers.area: 0004 Benefits Only
 - Subarea: 2001 Board of Ed.
 - Cost Ctr: 9200100001 Adair Co BOE
 - Bus.Area: 1000 Commonwealth of Kentucky
 - Func. Area: [redacted]
- Personnel structure:
 - EE group: L External - BN
 - EE subgroup: 41 24 Non-Paid
 - Payr.area: BN Non-COMK Paid
 - Contract: [redacted]
- Organizational plan:
 - Position: 99999999 Default position
 - Org. Unit: 10006001 00001 Adair County Bd of Ed

A status bar at the bottom indicates "Record created".

Terminating Participation

Step 3: HRBEN0014 Termination of Participation (select from menu on left)

Enter Personnel No.

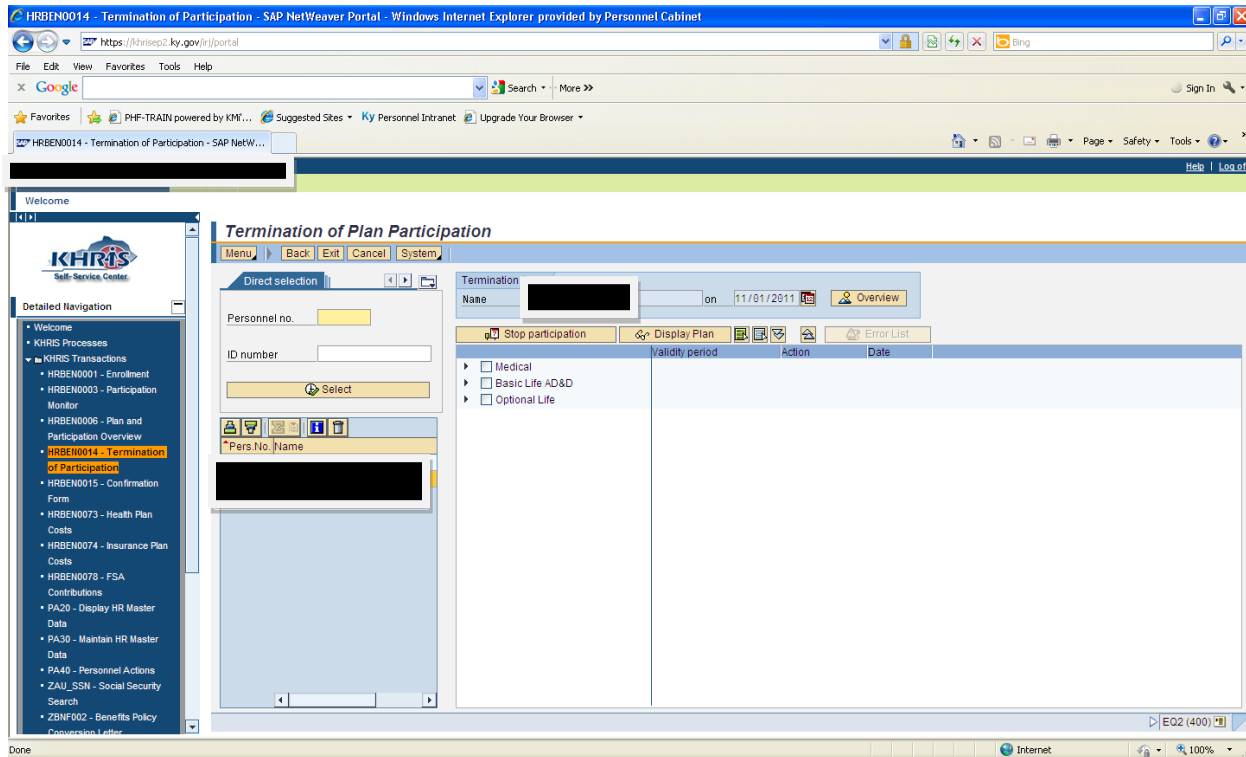
Go to the calendar selection and enter last day worked (i.e. last day of work is 11/01/2011)

The screenshot displays the 'Termination of Plan Participation' interface within the SAP NetWeaver Portal. The browser window title is 'HRBEN0014 - Termination of Participation - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet'. The address bar shows 'https://khrisep2.ky.gov/jportal'. The page features a header with the 'Kentucky Personnel Cabinet' logo and a 'KHRIS Self-Service Center' logo. A navigation bar includes links for 'Employee Self-Service', 'Insurance Coordinator NCP1', 'Image Connect', 'Biller Direct', 'Worklist', 'Web Log Report', 'KHRIS Reporting', and 'Edit ESS BN KM Content'. The main content area is titled 'Termination of Plan Participation' and includes a 'Menu' bar with 'Back', 'Exit', 'Cancel', and 'System' options. Below this, there is a 'Direct selection' section with a 'Personnel no.' field containing '222956' and an 'ID number' field. A red arrow points to the 'Select' button. To the right, there is a 'Termination for' section with a date field set to '06/01/2011' and an 'Overview' button. Below these fields, there is a table with columns for 'Validity period', 'Action', and 'Date'. The left sidebar shows a 'Detailed Navigation' menu with 'HRBEN0014 - Termination of Participation' highlighted. The bottom status bar shows 'EQ2 (400)' and 'Internet'.

Click "Select"

Terminating Participation

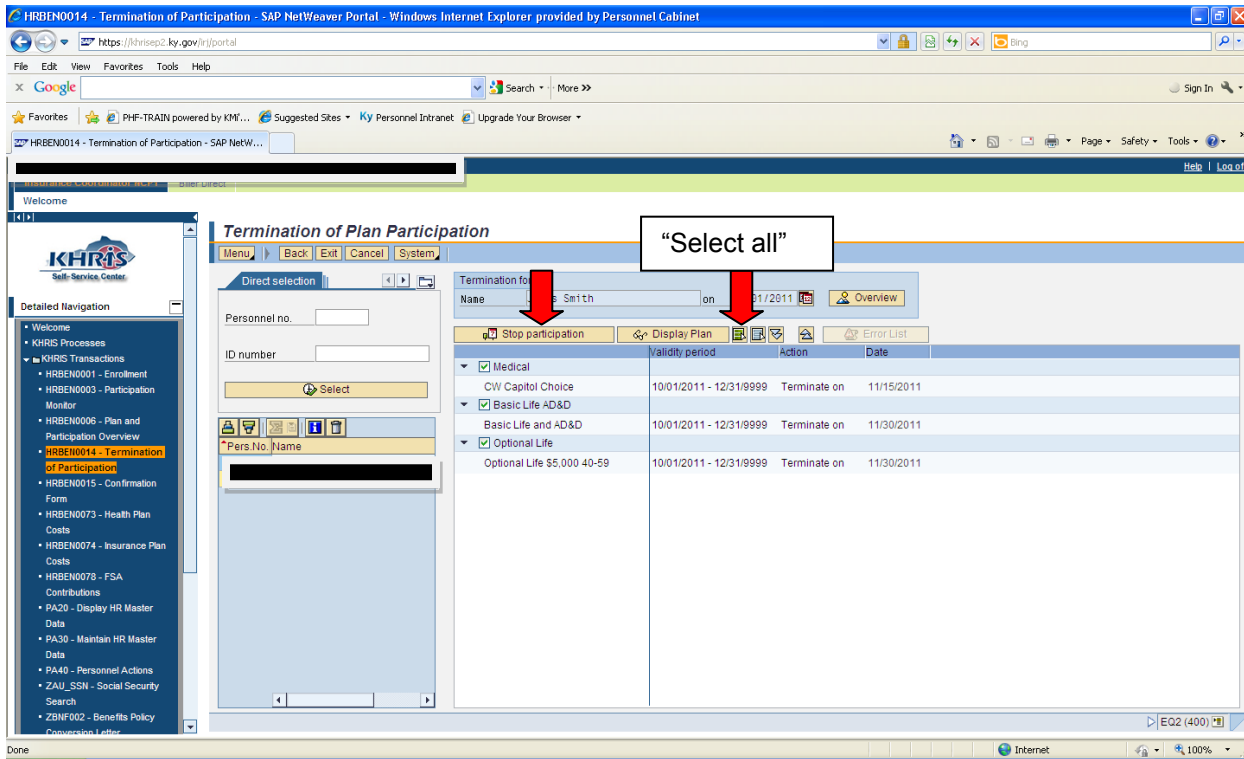
Click on “Expand” – This will allow the date information to be seen to make sure termination dates are correct



Terminating Participation

Click “Select all” this will **select all** health and life plans for termination.

Select “Stop participation”



Terminating Participation

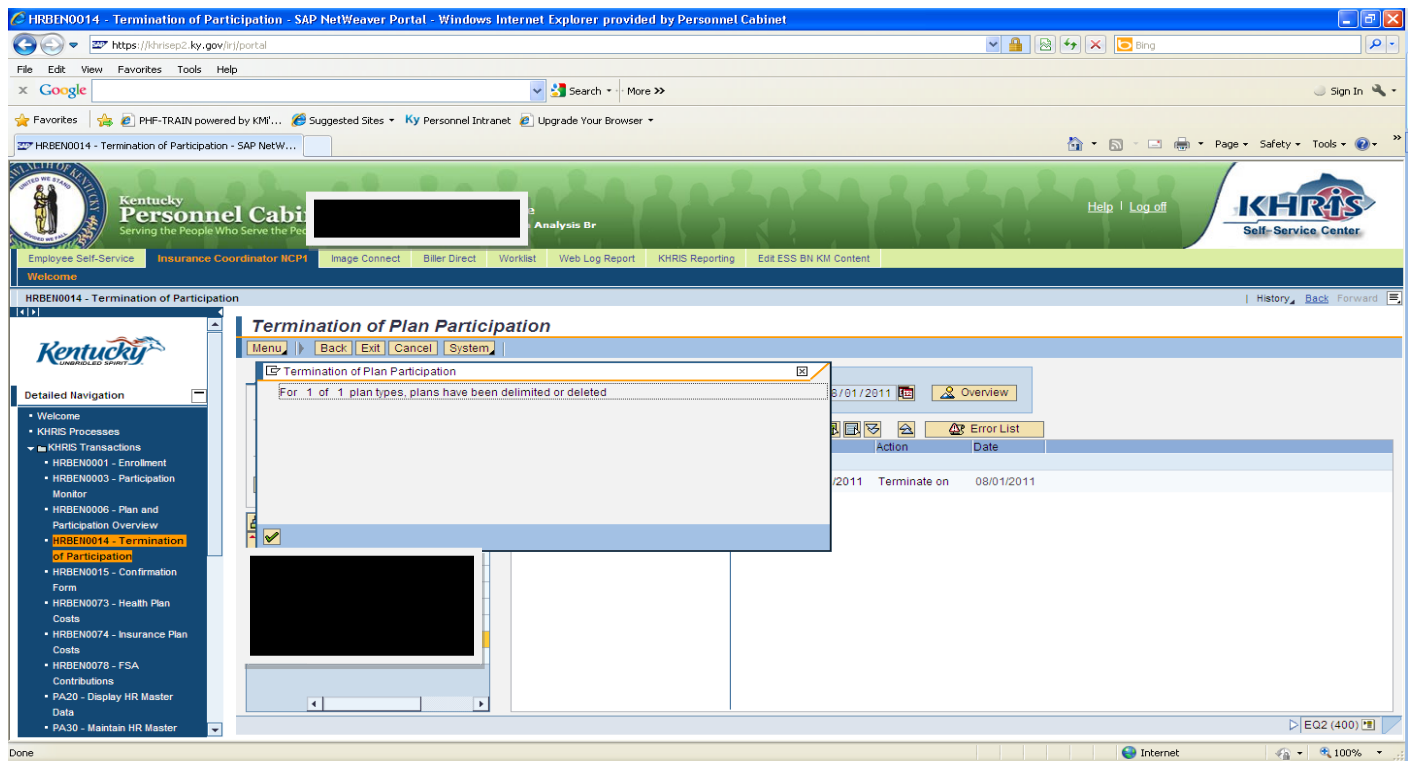
Select “Stop participation”

The screenshot shows a web browser window titled "HRBEN0014 - Termination of Participation - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The address bar shows "https://hrisep2.ky.gov/hrjportal". The browser has a search bar and a "Sign In" button. The main content area is titled "Termination of Plan Participation" and includes a "Menu" bar with "Back", "Exit", "Cancel", and "System" buttons. A "Plan type" dropdown menu is open, showing options: "Medical", "Basic Life AD&D", and "Optional Life". Below the dropdown, a "Stop participation" button is highlighted with a red arrow. To the right, a table displays plan details:

Plan type	Validity period	Action	Date
<input checked="" type="checkbox"/> Medical			
<input checked="" type="checkbox"/> CW Capitol Choice	10/01/2011 - 12/31/9999	Terminate on	11/15/2011
<input checked="" type="checkbox"/> Basic Life AD&D	10/01/2011 - 12/31/9999	Terminate on	11/30/2011
<input checked="" type="checkbox"/> Basic Life and AD&D	10/01/2011 - 12/31/9999	Terminate on	11/30/2011
<input checked="" type="checkbox"/> Optional Life			
Optional Life \$5,000 40-59	10/01/2011 - 12/31/9999	Terminate on	11/30/2011

Terminating Participation

Click 



HRBEN0014 - Termination of Participation - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisep2.ky.gov/jrj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

HRBEN0014 - Termination of Participation - SAP NetW...

Kentucky Personnel Cabinet Serving the People Who Serve the People

Analysis Br

Help Log off

KHRIS Self-Service Center

Employee Self-Service Insurance Coordinator MCP1 Image Connect Biller Direct Worklist Web Log Report KHRIS Reporting Edit ESS BIN KM Content

Welcome

HRBEN0014 - Termination of Participation History Back Forward

Termination of Plan Participation

Menu Back Exit Cancel System

Termination of Plan Participation

For 1 of 1 plan types, plans have been delimited or deleted

8/01/2011 Overview

Error List

Action	Date
2011 Terminate on	08/01/2011

EQ2 (400)

Internet 100%

Terminating Participation

To verify that health plan, life plans and flexible spending accounts have been terminated; go back to **PA 20 Display HR Master Data (select from menu on left)**

In the Personnel No. field enter Employee's Personnel No.

Click "Enter"

The screenshot displays the 'PA20 - Display HR Master Data' interface within a SAP NetWeaver Portal. The browser window title is 'PA20 - Display HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet'. The address bar shows 'https://khrisep2.ky.gov/portal'. The page features a header with the 'Kentucky Personnel Cabinet' logo and a navigation menu on the left. A callout box with the text 'Enter Employee's Personnel No' points to the 'Personnel no.' field in the search area. The search area includes fields for 'Name', 'EE group', 'EE subgroup', 'Personnel area', and 'Pers. subarea'. The 'Basic personal data' tab is selected, showing a list of infotype text and a 'Period' selection dropdown. The bottom status bar indicates 'Done' and 'Internet'.

Terminating Participation

Select the “Benefits” tab

Click on “0167 Health Plans” then after checking the health plan, click on “168 Insurance Plans” to check the life insurance plan, and then if applicable, click on “0170 Flexible Spending Accounts” to check any of the flexible spending plans

Click “Display”

PA20 - Display HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

PA20 - Display HR Master Data - SAP NetWeaver Portal

Help Log off

KHRIS Self-Service Center

Employee Self-Service Insurance Coordinator HCPI Image Connect Billers Direct Worklist Web Log Report KHRIS Reporting Edit ESS BN KM Content

Welcome

PA20 - Display HR Master Data

Display HR Master Data

Menu Back Exit Cancel System Display Overview

Find by EE group External - BN Personnel area 0004 Benefits Only
EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text

0021 Family Member/Dependents ✓
0031 Reference Personnel Numbers ✓
0041 Date Specifications ✓
0167 Health Plans ✓
0168 Insurance Plans ✓
0170 Flexible Spending Accounts ✓
0171 General Benefits Information ✓
0219 External Organizations ✓
0376 Benefits Medical Information ✓

Period

Period From To

Today Curr. week
All Current month
From curr. date Last week
To Current Date Last month
Current Period Current Year

Choose

Direct selection

Infotype STY

EQ2 (400)

Done Internet 100%

Terminating Participation

The “To” date will be the last date of coverage (termination)

PA20 - Display HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/jsp/portal

PA20 - Display HR Master Data - SAP NetWeaver Portal

Kentucky Personnel Cabinet

Employee Self-Service Insurance Coordinator NCP1 Image Connect Biller Direct Worklist Web Log Report KHRIS Reporting Edit ESS BN KM Content

PA20 - Display HR Master Data

Display 0167 Health Plans

Menu Back Exit Cancel System Previous record Next record Overview

Find by Person Collective search Search Term Free search

Personnel ID: 88-15081-12K1ns

Payroll area: BN Elizabethtown Independent

Start: 10/01/2011 to 10/15/2011 Chng: 09/15/2011 JW0048

Plan: A608 CW Maximum Choice Sec

Plan data Administration Costs Dependents Additional data

General plan data

Benefit area: 01 Comm of KY

Plan type: A601 Medical

Benefit plan: A608 CW Maximum Choice Sec

Health Plan Option: 0001 KEHP

Dependent Coverage: 0005 Family-CrossRefScdy

Planning Parameters

Cost Rule Variant: 0005 Family-CrossRefScdy

Transaction is complete

Terminating Participation

Reinstating Benefits With No Break in Employment For a Rehire

Note: This process is used for Board of Education Insurance Coordinators who are reinstating an Employee's benefits with no break in employment. This transaction is for a **Rehire**, not a transfer that is coming from another school board. The assumption is that the Employee has been an Employee with the school board and the benefits have been inactivated. This process will bring the Employee back to the school board with no break in employment (i.e. Employee's coverage ended on 08/31 as a summer extension. Contract renewed and coverage will begin again on 09/01.) If the Employee participated in a cross-reference plan, please send the update to DEI Enrollment Branch and Life Insurance Branch.

Step 1: Select PA40-Personnel actions (select from menu on left)

The screenshot displays the KHRIS Self-Service Center interface. On the left, a 'Detailed Navigation' menu lists various options. An arrow points to the 'PA40 - Personnel Actions' option, which is highlighted in orange. The main area of the screen shows the 'Personnel Actions' form. At the top, there are tabs for 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Execute', and 'SSN Search'. Below these tabs, there are input fields for 'Personnel no.' and 'From'. A table titled 'Personnel Actions' is visible, with columns for 'Action Type', 'Personn.', 'EE group', and 'EE sub.'. The table lists several action types: 'BN - Begin Participation', 'BN - End Participation', 'BN - Begin Leave W / Out Pay', 'BN - End Leave W / Out Pay', 'BN - Change FSA Billing Freq', and 'BN - Rehire'. The 'BN - Rehire' option is highlighted in blue. The bottom of the screen shows a status bar with 'Done' and 'Internet' icons, and a zoom level of 100%.

Action Type	Personn.	EE group	EE sub.
BN - Begin Participation			
BN - End Participation			
BN - Begin Leave W / Out Pay			
BN - End Leave W / Out Pay			
BN - Change FSA Billing Freq			
BN - Rehire			

In the “Personnel no.” field, enter Employee’s Personnel No.

In the “From” field, enter the date after the day the Employee was terminated in KHRIS (i.e. Employee was terminated 09/01, enter 09/02)

Click on “BN-Rehire” to highlight

Personnel

no

The screenshot shows the KHRIS Self-Service Center interface. The top navigation bar includes links for Employee Self-Service, Manager Self-Service, Insurance Coordinator MCP1, Image Connect, Worklist, Web Log Report, Employee Suggestion System, and KHRIS Reporting. The left sidebar contains a 'Detailed Navigation' menu with various HR processes and transactions. The main content area is titled 'Personnel Actions' and features a search form with fields for 'Personnel no.' (containing '234606') and 'From' (containing '06/02/2012'). A red arrow points to the 'Execute' button in the top menu. A callout box points to the 'Personnel no.' field with the text 'Enter Employee's PRNR.'. Another callout box points to the 'BN - Rehire' row in the 'Personnel Actions' table with the text 'Click on "BN-Rehire" to highlight'. The table has columns for 'Action Type', 'Personnel', 'EE group', and 'EE sub...'. The 'BN - Rehire' row is highlighted in yellow.

Action Type	Personnel	EE group	EE sub...
BN - Begin Participation			
BN - End Participation			
BN - Begin Leave W / Out Pay			
BN - End Leave W / Out Pay			
BN - Change FSA Billing Freq			
BN - Rehire			

Click “Execute”

Note: Very little information is to be changed on the next few screens, unless there is an update. These screens are for verification purposes.

Copy Actions 0000

In the “Reason for Action” field, choose B6 BN-Rehire 01 0 Days Break (from drop-down menu)

The screenshot shows the KHRIS Self-Service Center interface. The main title is "Copy 0000 Actions". The form includes the following sections:

- Personnel action:** Action Type (BN - Rehire), Reason for Action (01).
- Status:** Customer-specific, Employment (Active), Special payment (No special payment).
- Organizational assignment:** Position (99999999), Personnel area (0004), Employee group (L External - BN), Employee subgroup (41 24 Non-Paid).
- Additional actions:** A table with columns: Start Date, Act, Action Type, ActR, Reason for action.

Annotations:

- Use drop down box and select B6 BN-Rehire 0 days break (pointing to the Reason for Action field).
- Enter 99999999 (always) (pointing to the Position field).

In the “Position” field, enter 99999999 (always)

Click “Save”

Click “Save”

Copy 0001 Organizational Assignment

Click “Enter” (twice) until message at bottom states “Save your entries”

Employee Self-Service | Manager Self-Service | **Insurance Coordinator MCP1** | Image Connect | Worklist | Web Log Report | Employee Suggestion System | KHRIS Reporting

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions**
 - ZAUSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History
 - ZBNR010 - Display FSA YTD Deductions
 - ZBNR013 - Dependent Search By SSN
 - ZBNR015 - Daily Enrollment Count Report

Copy 0001 Organizational Assignment

Menu | Save | Back | Exit | Cancel | System | Previous record | Next record | Overview | Org Structure

Personnel No: 234606 Name: Test, Mister
EE group: L External - BN Personnel area: 0004 Benefits Only Status: Active
EE subgroup: 41 24 Non-Paid Pers. subarea: 2001 Board of Ed.
Start: 06/02/2012 End: 12/31/9999

Enterprise structure

CoCode: COMK Commonwealth of Kentucky
Pers. area: 0004 Benefits Only Subarea: 2001 Board of Ed.
Cost Ctr: 9200100161 Estill Co BOE Bus. Area: 1000 Commonwealth of Kentucky
Func. Area:

Personnel structure

EE group: L External - BN Payr. area: BN Non-COMK Paid
EE subgroup: 41 24 Non-Paid Contract:

Organizational plan

Position: 99999999 Integration: default posi
Org. Unit: 10006055 00161
Estill County Bd of Ed

Save your entries

ECO (400)

Click “Save”

Copy 0002 Personal Data

Note: No information is to be entered on this screen, unless changes are needed.

Employee Self-Service | Manager Self-Service | **Insurance Coordinator MCP1** | Image Connect | Worklist | Web Log Report | Employee Suggestion System | KHRIS Reporting

Welcome

Copy 0002 Personal Data

Menu | Save | Back | Exit | Cancel | System | Previous record | Next record | Overview

Personnel No. 234606 Name Test, Mister
Position 99999999 Integration: default position
Status Active
Start 06/02/2012 To 12/31/9999

Name
Last name Test
First name Mister
Middle name
Suffix
Name Test, Mister

HR data
SSN 859-60-8227
Date of Birth 01/01/1970
Language English
Marital Status Single
Gender ☐ Female ☒ Male ☐ Unknown

Record created

ECQ (400)

Trusted sites 100%

Click “Save”

Click “Enter”

Copy 0006 Address

Note: No information is to be entered on this screen, unless changes are needed.

Click “Save”

Employee Self-Service | Manager Self-Service | **Insurance Coordinator MCP1** | Image Connect | Worklist | Web Log Report | Employee Suggestion System | KHRIS Reporting

Welcome

KHRIS
Self-Service Center

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 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions**
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History
 - ZBNR010 - Display FSA YTD Deductions
 - ZBNR013 - Dependent Search By SSN
 - ZBNR015 - Daily Enrollment Count Report

Copy 0006 Addresses

Menu | Save | Back | Exit | Cancel | System | Previous record | Next record | Overview

Personnel No: 234606 | Name: Test, Mister
Position: 99999999 | Integration: default position
Status: Active
Start: 06/02/2012 to 12/31/9999

Address

Address type: Permanent residence
Care Of:
Address line 1: 123 Easy Street
Address line 2:
City/county: Frankfort
State/zip code: KY Kentucky 40601
Country Key: USA
Telephone Number: 502 555-5555

Communications

Type	Number	Ext

Additional fields

County code: 037 | Frankl1n

Record created | ECQ (400)

Click “Enter”

Create 0105 Communication

Note: No information is to be entered on this screen, unless changes are needed. If Employee does not have an email address, select next record. If Employee chooses to add an email, add the email address.

Click “Save”

The screenshot shows the KHRIS Self-Service Center interface. The top navigation bar includes links for Employee Self-Service, Manager Self-Service, Insurance Coordinator MCP1, Image Connect, Worklist, Web Log Report, Employee Suggestion System, and KHRIS Reporting. The left sidebar contains a 'Detailed Navigation' menu with various options, including 'PA40 - Personnel Actions'. The main content area is titled 'Copy 0105 Communication' and contains a form with the following fields:

Personnel No	234606	Name	Test, Mister
Position	99999999	Integration:	default position
Status	Active	Integration:	default position
Start	06/02/2012	to	12/31/9999

Below the form, there is a section for '0105 Communication' with the following details:

Type	0010	E-mail	
ID/number	MISTERTEST@TEST.COM		

A red arrow points to the 'Save' button in the top navigation bar. A text box on the right side of the screen says 'Select next record if Employee has no email address'.

Click “Enter”

Copy 0008 Basic Pay

Note: No information is to be entered on this screen, unless changes are needed.

Click “Save”

Employee Self-Service Manager Self-Service **Insurance Coordinator MCP1** Image Connect Worklist Web Log Report Employee Suggestion System KHRIS Reporting

Welcome

KHRIS
Self-Service Center

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 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions**
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History
 - ZBNR010 - Display FSA YTD Deductions
 - ZBNR013 - Dependent Search By SSN
 - ZBNR015 - Daily Enrollment Count Report

Copy 0008 Basic Pay

Menu Save Back Exit Cancel System Previous record Next record Overview Salary amount Payments and deductions

Personnel No 234606 Name Test, Mister

EE group L External - BN Personnel area 0004 Benefits Only Status Active

EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.

Start 06/02/2012 to 12/31/9999

Subtype 0 Basic contract

Pay scale

Reason Cap. util. M 100.00

PS type 99 Non-Paid WkHrs/period 86.67

PS Area 99 Non-Paid

PS group NON-PAID Level 01 Ann. salary USD

Wa...	Wage Type Long Text	Amount	Curr...	Number/Unit	Unit
8002	Salary (Quasi)		USD3	✓	
			USD3		
			USD3		
			USD3		
			USD3		
			USD3		
			USD3		

IV 06/11/2012 - 12/31/9999 0.000 USD3

Record created ECQ (400)

Trusted sites 100%

Click “Enter”

Click “Enter”

Copy 0171 General Benefits Information

Note: No information is to be entered on this screen, unless changes are needed.

Click “Save”

Employee Self-Service Manager Self-Service **Insurance Coordinator NCP1** Image Connect Worklist Web Log Report Employee Suggestion System KHRIS Reporting

Welcome

KHRIS
Self-Service Center

Detailed Navigation

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 - HRBEN0014 - Termination of Participation
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 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions**
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBIN0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History
 - ZBNR010 - Display FSA YTD Deductions
 - ZBNR013 - Dependent Search By SSN
 - ZBNR015 - Daily Enrollment Count Report

Copy 0171 General Benefits Information

Menu Save Back Exit Cancel System Previous screen Next screen Overview

Personnel No 234606 859-80-8227 Name Test, Mister

Payroll area BN Org unit Estill County Bd of Ed

Start 06/02/2012 to 12/31/9999

0171 General Benefits Information

Benefit area 01 Comm of KY

1st Program Grouping 0002 NP Hlth/HRA/FSA/Life

2nd Program Grouping 0008 Transfer No Break

Additional fields

☐ Hazardous Duty

☐ Member

☐ Spouse

☐ Cross-Reference

☐ Dual/Retiree Returned to Work

Record created

ECQ (400)

Trusted sites 100%

Click “Enter”

Note: The next screen will take you back to the beginning of PA 40 -Personnel Actions Screen.

Step 2: Select PA30-Maintain HR Master Data (select from menu on left)

The screenshot displays the KHRIS Self-Service Center interface. The top navigation bar includes 'Employee Self-Service', 'Insurance Coordinator MCP1', 'Image Connect', and 'Worklist'. The left sidebar, titled 'Detailed Navigation', lists various HR processes, with 'PA30 - Maintain HR Master Data' highlighted and an arrow pointing to it. The main content area is titled 'Maintain HR Master Data' and features a toolbar with options like 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Create', 'Change', 'Display', 'Copy', 'Delimit', 'Delete', and 'Overview'. Below the toolbar, there's a 'Find by' section with 'Person' selected, and a 'Personnel no.' field. The main data area has tabs for 'Basic personal data', 'Payroll', 'Benefits', 'Time', 'Taxes', and 'Planning Data'. The 'Basic personal data' tab is active, showing a list of infotypes (0000 Actions, 0001 Organizational Assignment, 0002 Personal Data, 0006 Addresses, 0007 Planned Working Time, 0008 Basic Pay, 0009 Bank Details, 0019 Monitoring of Tasks, 0031 Reference Personnel Numbers) and a 'Period' section with radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is also present. At the bottom, there's a 'Direct selection' section with 'Infotype' and 'STy' fields.

In the “Personnel no.” field, enter Employee’s Personnel No.

Click “Enter”

Employee Self-Service Manager Self-Service Insurance Coordinator NCP1 Image Connect Worklist Web Log Report Employee Suggestion System KHRIS Reporting

Welcome

Maintain HR Master Data

Menu Back Exit Cancel System Create Change Display Copy Delimit Delete Overview

Find by

Person

Collective search help

Search Term

Free search

Personnel no. 234606

Name Test, Mister

Status A

EE group External - BN

Personnel area 0004

Benefits Only

EE subgroup 41 24 Non-Paid

Pers. subarea 2001

Board of Ed.

Basic personal data Payroll **Benefits** Time Taxes Planning Data

Infotype text

0000 Actions

0001 Organizational Assignment

0002 Personal Data

0006 Addresses

0007 Planned Working Time

0008 Basic Pay

0009 Bank Details

0019 Monitoring of Tasks

0031 Reference Personnel Numbers

Period

Period

From To

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype STY

ECQ (400)

Trusted sites

100%

Note: Verify Employee’s Information

Click “Benefits” tab

Select Infotype “0167 Health Plans” (to highlight)

Employee Self-Service | Manager Self-Service | **Insurance Coordinator NCP1** | Image Connect | Worklist | Web Log Report | Employee Suggestion System | KHRIS Reporting

Welcome

Maintain HR Master Data

Menu | Back | Exit | Cancel | System | Create | Change | Display | **Copy** | Delimit | Delete | Overview

Find by: Person

Personnel no. 234606
Name Test, Mister
EE group External - BN
EE subgroup 41 24 Non-Paid
Personnel area 0004
Pers. subarea 2001
Status Active
Benefits Only
Board of Ed.

Basic personal data | Payroll | **Benefits** | Time | Taxes | Planning Data

Infotype text

- 0021 Family Member/Dependents
- 0031 Reference Personnel Numbers
- 0041 Date Specifications
- 0167 Health Plans**
- 0168 Insurance Plans
- 0170 Flexible Spending Accounts
- 0171 General Benefits Information
- 0219 External Organizations
- 0376 Benefits Medical Information

Period

From To

☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr. date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype STy

ECQ (400)

Trusted sites

100%

Click on “Copy”

In the “Start” box change the date to the day after the coverage was ended; (example coverage ended 5/31/2012, enter 06/01/2012)

In the “To” date box, change the date to be 12/31/9999

The screenshot shows the 'Change Health Plans' interface in the KHRIS system. The 'Start' date is set to 06/01/2012 and the 'To' date is set to 12/31/9999. A callout box points to these dates with the text: 'Change "Start" date to 06/01/2012. Change "to" date - 12/31/9999'. The plan is A502 CW Capitol Choice. The 'Save' button is highlighted with a red arrow.

General plan data	
Benefit area	01 Comm of KY
Plan type	A001 Medical
Benefit plan	A502 CW Capitol Choice
Health Plan Option	0001 KEHP
Dependent Coverage	0001 Single

Planning Parameters	
Cost Rule Variant	0001 Single

Click “Save”

Note: The next screen will take you back to the beginning of PA 30 –Maintain HR Master Data Screen.

Note: This is for the Basic Life AD&D plan. If the Employee has additional insurance plan besides the Basic Life, this step would need to be repeated

Click on “Infotype 0168 Insurance Plans” (to highlight)

The screenshot shows the KHRIS 'Maintain HR Master Data' interface. At the top, a navigation bar includes links like 'Employee Self-Service', 'Manager Self-Service', and 'Insurance Coordinator MCP1'. Below this, a 'Menu' bar contains buttons: 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Create', 'Change', 'Display', 'Copy', 'Delimit', 'Delete', and 'Overview'. A red arrow points to the 'Copy' button. On the left, a 'Detailed Navigation' pane lists various HR processes, with 'PA30 - Maintain HR Master Data' highlighted. The main area is titled 'Maintain HR Master Data' and displays personnel information for 'Personnel no. 234606', 'Name Test, Mister', 'Status Active', 'EE group External - BN', 'Personnel area 0004', 'Benefits Only', 'EE subgroup 41 24 Non-Paid', 'Pers. subarea 2001', and 'Board of Ed.'. Below this, there are tabs for 'Payroll', 'Benefits', 'Time', 'Taxes', and 'Planning Data'. The 'Benefits' tab is active, showing a list of 'Infotype text' on the left and a 'Period' selection area on the right. The 'Infotype text' list includes items like '0021 Family Member/Dependents', '0031 Reference Personnel Numbers', '0041 Date Specifications', '0167 Health Plans', '0168 Insurance Plans' (highlighted), '0170 Flexible Spending Accounts', '0171 General Benefits Information', '0219 External Organizations', and '0376 Benefits Medical Information'. The 'Period' selection area has radio buttons for 'Period', 'From', 'To', 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To Current Date', 'Last month', 'Current Period', and 'Current Year', along with a 'Choose' button. At the bottom, a status bar shows 'Record created' and 'ECQ (400)'.

Click “Copy”

In the “Start” box change the date to the day after the coverage was ended; (example coverage ended 5/31/2012, enter 06/01/2012)

In the “To” date box, change the date to be 12/31/9999

The screenshot shows the 'Change Insurance Plans' screen in the KHRIS system. The 'Start' date is set to 06/01/2012 and the 'To' date is set to 12/31/9999. A callout box points to these dates with instructions: 'Change "Start" date to 06/01/2012' and 'Change "to" date - 12/31/9999'.

Change "Start" date to 06/01/2012
Change "to" date - 12/31/9999

Click “Save”

Note: This step is only needed if there is Flexible Spending Accounts you will need to re-instate. If the Employee does not have a Flexible Spending Account (Health/Dependent), then the transaction is either completed or continue with below steps.

Select “Infotype 0170 Flexible Spending Accounts” (to highlight)

Click “Copy”

The screenshot shows the KHRIS 'Maintain HR Master Data' interface. At the top, a navigation bar includes links for Employee Self-Service, Manager Self-Service, Insurance Coordinator NCP1, Image Connect, Worklist, Web Log Report, Employee Suggestion System, and KHRIS Reporting. Below this is a 'Welcome' message and the KHRIS Self-Service Center logo. A detailed navigation pane on the left lists various HR processes and transactions, with 'PA30 - Maintain HR Master Data' highlighted. The main content area is titled 'Maintain HR Master Data' and features a menu bar with options: Menu, Back, Exit, Cancel, System, Create, Change, Display, Copy, Delimit, Delete, and Overview. A red arrow points to the 'Copy' button. Below the menu bar, there are search options (Person, Collective search help, Search Term, Free search) and a list of infotypes. The 'Infotype text' list includes: 0021 Family Member/Dependents, 0031 Reference Personnel Numbers, 0041 Date Specifications, 0167 Health Plans, 0168 Insurance Plans, 0170 Flexible Spending Accounts (highlighted), 0171 General Benefits Information, 0219 External Organizations, and 0376 Benefits Medical Information. To the right of the list is a 'Period' section with radio buttons for 'Today', 'All', 'From curr. date', 'To Current Date', 'Curr. week', 'Current month', 'Last week', 'Last month', 'Current Period', and 'Current Year'. A 'Choose' button is at the bottom of the period section. Below the infotype list is a 'Direct selection' section with a text box containing '0170 Flexible Spending Accounts' and a 'STy' field. At the bottom of the screen, a status bar shows 'Record changed' and 'ECQ (400)'.

In the “Start” box change the date to the day after the coverage was ended; (example coverage ended 5/31/2012, enter 06/01/2012)

In the “To” date box, change the date to be 12/31/9999

The screenshot displays the KHRIS Self-Service Center interface. The main window is titled "Display 01 Flexible Spending Accounts". A red arrow points to the "Start" date field, which is currently set to "06/01/2012". A callout box with a black border contains the text: "Change 'Start' date to 6/1/2012. Change 'to' date to 12/31/9999". The "To" date field is currently set to "12/31/9999". The "Start" field is labeled "Start" and the "To" field is labeled "to". The "Plan" field is labeled "Plan" and is set to "D501 Healthcare FSA". The "Personnel No" field is set to "234606 859-60-8227" and the "Name" field is set to "Tact, Mister". The "Payroll area" field is set to "BN". The "Org unit" field is set to "Esom County Bd of Ed". The "Chng" field is set to "06/11/2012 MHR". The "General plan data" section includes fields for "Benefit area" (01 Comm of KY), "Plan type" (D001 Medical FSA), and "Benefit plan" (D501 Healthcare FSA). The "Planning Parameters" section includes a field for "Employer FSA Contr.".

Click “Save”

Transaction Completed

Begin Leave Without Pay (LWOP)-non FMLA

Note: This transaction is for an Employee who goes on unpaid official leave or unpaid military leave. If the Employee is a cross-reference, the application will need to be sent to DEI Enrollment Information Branch (EIB) and KGLI for processing. Do not process FMLA using these steps as Employees maintain eligibility for benefits while on FMLA. If you have questions regarding FMLA, please contact EIB and/or KGLI.

Step 1: PA 20 (select from menu on left) Note: Step 1 is to check to see if Employee has been termed for both health and life plans.

The screenshot displays the SAP NetWeaver Portal interface. The browser window title is "PA20 - Display HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The address bar shows the URL "https://hrhispq.ky.gov/irj/portal". The left navigation menu is expanded, showing the "Detailed Navigation" section. The "PA20 - Display HR Master Data" option is highlighted. The main content area shows the "Display HR Master Data" form. The "Basic personal data" tab is selected, displaying fields for "Infotype text", "Period", and "Direct selection". The "Period" section includes radio buttons for "Today", "All", "From curr.date", "To Current Date", "Current Period", "Curr.week", "Current month", "Last week", "Last month", and "Current Year". The "Direct selection" section includes fields for "Infotype" and "STy".

In the “Personnel No” field, enter Employee’s Personnel No

Note: If you can’t remember Employee number, then do a SSN search by selecting ZAU_SSN Social Security Search (select from menu on left). Enter Employee’s SSN in the search box and click “SSN Search, then “Enter. This will give you the Employee Personnel No

Select “Benefits” tab

Click on “0167 Health Plans” (highlight)

Click “Display”

The screenshot shows the SAP NetWeaver Portal interface for displaying HR master data. The browser window title is "PA20 - Display HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The URL is "https://hrneepq.ky.gov/hrportal". The interface includes a navigation menu on the left with options like "Welcome", "KHRIS Processes", "KHRIS Transactions", "Monitor", "Participation Overview", "Termination of Participation", "Confirmation Form", "Health Plan", "Insurance Plan", "FSA", "Contributions", "PA20 - Display HR Master Data", "Maintain HR Master Data", "Personnel Actions", "Social Security Search", and "Benefits Policy". The main area is titled "Display HR Master Data" and has tabs for "Menu", "Back", "Exit", "Cancel", "System", "Display", and "Overview". The "Display" tab is active. Below the tabs, there is a search section with "Find by" options: "Person", "Collective search help", "Search Term", and "Free search". The "Personnel no." field is highlighted with a red arrow. Below it, the "Name" field is empty, and the "Status" is "Active". The "EE group" is "External - BN" and the "EE subgroup" is "24 Non-Paid". The "Personnel area" is "0004" and the "Pers. subarea" is "2001". The "Benefits" tab is selected, and the "0167 Health Plans" option is highlighted in the list. The "Period" section shows "From" and "To" fields, and radio buttons for "Today", "All", "From curr. date", "To Current Date", "Current Period", "Curr. week", "Current month", "Last week", and "Current Year". The "Direct selection" section has "Infotype" and "Sty" fields. The bottom status bar shows "ECO (400)" and "Trusted sites".

Click on “0168 Insurance Plans” (highlight)

Click “Overview” to display all life plans

Click on “0170 Flexible Spending Accounts (highlight)”

Click “Overview” to display all flexible spending accounts

The screenshot shows the KHRIS SAP NetWeaver Portal interface. The browser window title is "PA20 - Display HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The address bar shows "https://khrisepq.ky.gov/irj/portal". The page has a navigation menu on the left with "PA20 - Display HR Master Data" selected. The main content area is titled "Display HR Master Data" and has tabs for "Menu", "Back", "Exit", "Cancel", "System", "Display", and "Overview". A red arrow points to the "Overview" tab. Below the tabs, there is a "Find by" section with "Person" selected. The "Personnel no." field is empty. The "Name" field is empty. The "EE group" is "L", "External - BN", "Personnel area" is "0004", "Status" is "Active", "EE subgroup" is "41", "24 Non-Paid", "Pers. subarea" is "2001", "Benefits Only", and "Board of Ed.". The "Basic personal data" tab is selected. The "Infotype text" list shows "0170 Flexible Spending Accounts" highlighted. The "Period" section has "From" and "To" fields, and radio buttons for "Today", "All", "From curr.date", "To Current Date", "Current Period", "Curr.week", "Current month", "Last week", "Last month", and "Current Year". A "Choose" button is at the bottom.

Remember, the above steps are to check if the Employee has already been termed in KHRIS.

Note: If Employee has already been termed from health, life and FSA accounts (if applicable), no further processing is needed in KHRIS. If the Employee had not been termed, proceed to **Step 2**.

Step 2: PA 40 Personnel Actions (select from menu on left)

The screenshot shows the SAP NetWeaver Portal interface for PA40 - Personnel Actions. The browser is Windows Internet Explorer. The left navigation pane is expanded, showing a tree structure under 'KHSRIS Self-Service Center'. The 'PA40 - Personnel Actions' item is highlighted with a red box, and a red arrow points to it. The main content area is titled 'Personnel Actions' and contains a search bar with 'Personnel no.' and 'From' fields. Below the search bar is a table titled 'Personnel Actions' with columns: Action Type, Personn..., EE group, and EE sub... The table lists several action types: BN - Begin Participation, BN - End Participation, BN - Begin Leave W / Out Pay, BN - End Leave W / Out Pay, BN - Change FSA Billing Freq, and BN - Rehire. The status bar at the bottom indicates 'Trusted sites' and '100%' zoom.

Action Type	Personn...	EE group	EE sub...
BN - Begin Participation			
BN - End Participation			
BN - Begin Leave W / Out Pay			
BN - End Leave W / Out Pay			
BN - Change FSA Billing Freq			
BN - Rehire			

In the “Personnel No” field, enter Employee’s Personnel No

PA40 - Personnel Actions - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepg.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

PA40 - Personnel Actions - SAP NetWeaver Portal

Employee Self-Service Insurance Coordinator WCP1 Image Connect Worklist Help Log off

Welcome

Personnel Actions

Menu Back Exit Cancel System Execute SSN Search

Find by

Person

Collective search help

Search Term

Free search

Personnel no. [Redacted]

From 12/01/2011

Personnel Actions

Action Type	Person...	EE group	EE sub...
BN - Begin Participation			
BN - End Participation			
BN - Begin Leave W / Out Pay			
BN - End Leave W / Out Pay			
BN - Change FSA Billing Freq			
BN - Rehire			

ECQ (400)

In the “From” field enter the beginning date of the LWOP (day **AFTER** last day worked)

Select “BN – Begin Leave W/ Out Pay” (to highlight)

Click “Execute”

Copy 0000 Actions

Note: KHRIS will populate the start date for you. You will **not** have to enter a date.

The screenshot shows the KHRIS SAP NetWeaver Portal interface. The main content area is titled "Copy 0000 Actions". The form includes the following fields and values:

- Pers. No.: [Redacted]
- Name: [Redacted]
- EE group: External - BN
- Personnel ar: 0004
- Benefits Only: [Selected]
- EE subgroup: 41
- 24 Non-Paid: [Selected]
- Start: 12/01/2011 to 12/31/9999
- Action Type: BN - Begin Leave W / Out Pay
- Reason for Action: [Redacted]
- Status: [Redacted]
- Customer-specific: [Redacted]
- Employment: Inactive
- Special payment: [Redacted]
- Organizational assignment: [Redacted]
- Position: [Redacted]
- Personnel area: 0004
- Benefits Only: [Selected]
- Employee group: External - BN
- Employee subgroup: 41
- 24 Non-Paid: [Selected]

A red arrow points to the "Reason for Action" field. The bottom of the form shows a table for "Additional actions" with columns for Start Date, Act, Action Type, ActR, and Reason for action.

Click on the "Reason for Action" field, (drop down box will appear) from the drop down box choose whichever applies to the Employee (unpaid official leave or unpaid military). Do not process a LWOP that is for FMLA.

Click ✓

PA40 - Personnel Actions - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepg.ky.gov/jportal

File Edit View Favorites Tools Help

Google Search Sign In

PA40 - Personnel Actions - SAP NetWeaver Portal

Welcome

KHRIS Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions**
 - ZAUSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter

Copy 0000 Actions

Menu Save Back Exit Cancel System Previous record Next record Overview Execute info group Change info group

Reason for Action (1)

Search Criteria

Action Type	Name of action type	ActR	Name of reason for action
B3	BN - Begin Leave W / Out Pay	01	Unpaid Official Leave
B3	BN - Begin Leave W / Out Pay	02	Unpaid FMLA
B3	BN - Begin Leave W / Out Pay	03	Unpaid Military

3 Entries found

Start Date	Act	Action Type	ActR	Reason for action
------------	-----	-------------	------	-------------------

ECQ (400)

Trusted sites 100%

In the “Position” field enter 99999999 (always)

PA40 - Personnel Actions - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepg.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

PA40 - Personnel Actions - SAP NetWeaver Portal

Employee Self-Service Insurance Coordinator WCP1 Page Connect Worklist Help Log off

Welcome

Copy 0000 Actions

Menu Save Back Exit Cancel System Previous record Next record Overview Execute info group Change info group

Pers. No. [Redacted]

Name [Redacted]

EE group L External - BN Personnel ar 0004 Benefits Only

EE subgroup 41 24 Non-Paid

Start 12/01/2011 to 12/31/9999

Personnel action

Action Type BN - Begin Leave W / Out Pay

Reason for Action 01

Status

Customer-specific

Employment Inactive

Special payment

Organizational assignment

Position 99999999

Personnel area 0004 Benefits Only

Employee group L External - BN

Employee subgroup 41 24 Non-Paid

Additional actions

Start Date	Act	Action Type	ActR	Reason for action

EQ (400)

Trusted sites 100%

Click “Save”

Click “Enter”

Click “Enter” to acknowledge message at bottom of screen

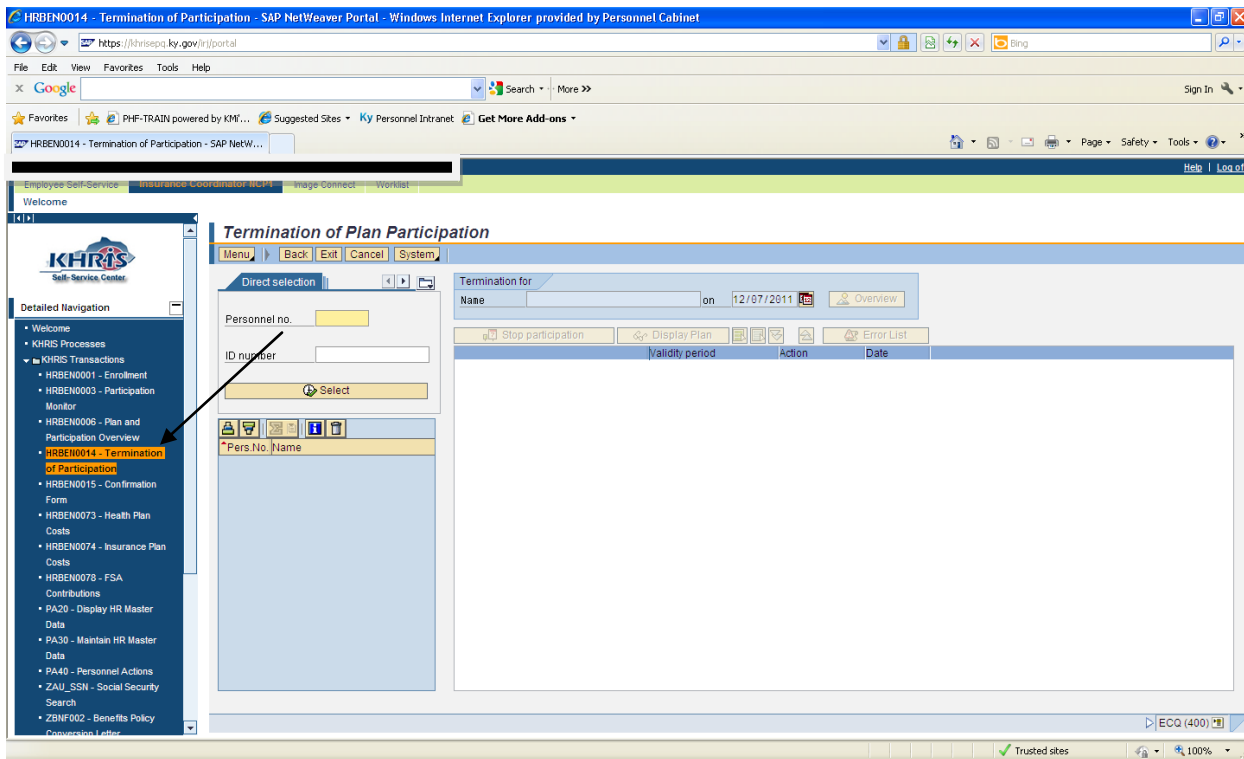
Create 0378 Adjustment Reasons

Note: No information is to be entered on the screen. View dates and adjustment reason to make sure correct.

The screenshot displays the SAP NetWeaver Portal interface. The browser window title is "PA40 - Personnel Actions - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The address bar shows "https://khrisepa.ky.gov/irj/portal". The page features a top navigation bar with "Employee Self-Service", "Insurance Coordinator MCP1", "Image Connect", and "Worklist". A left sidebar contains a "Detailed Navigation" menu with various HR processes, including "PA40 - Personnel Actions" which is highlighted. The main content area is titled "Create 0378 Adjustment Reasons" and includes a menu bar with "Menu", "Save", "Back", "Exit", "Cancel", "System", "Previous record", "Next record", and "Overview". The form contains several input fields: "Personnel No." (redacted), "Payroll area" (set to "0000"), "Org unit" (set to "Ranknon independent"), "Start" date (12/01/2011), and "to" date (12/31/2011). Below these is the "Adjustment Reason Data" section with "Benefit area" set to "Comm of KY" and "Adjustment reason" set to "Begin official LWOP". A status bar at the bottom indicates "Record created". A red arrow points to the "Save" button in the top menu bar.

Click "Save"

Step 3: HRBEN0014 – Termination of Participation (select from menu on left)



In the “Personnel No” field, enter Employee’s Personnel No

HRBEN0014 - Termination of Participation - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepa.ky.gov/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

HRBEN0014 - Termination of Participation - SAP NetW...

Employee Self-Service Insurance Coordinator MCPY Image Connect Worklist

Welcome

KHSR Self-Service Center

Detailed Navigation

- Welcome
- KHSR Processes
- KHSR Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation**
 - HRBEN0015 - Confirmation Form
- HRBEN0073 - Health Plan Costs
- HRBEN0074 - Insurance Plan Costs
- HRBEN0078 - FSA Contributions
- PA20 - Display HR Master Data
- PA30 - Maintain HR Master Data
- PA40 - Personnel Actions
- ZAU_SSN - Social Security Search
- ZBNF002 - Benefits Policy Conversion Letter

Termination of Plan Participation

Menu Back Exit Cancel System

Direct selection

Personnel no.

ID number

Select

Termination for

Name Derrick James on 11/30/2011 Overview

Stop participation Display Plan Error List

Medical Basic Life AD&D

Validity period Action Date

Pers No. 233732

ECQ (400)

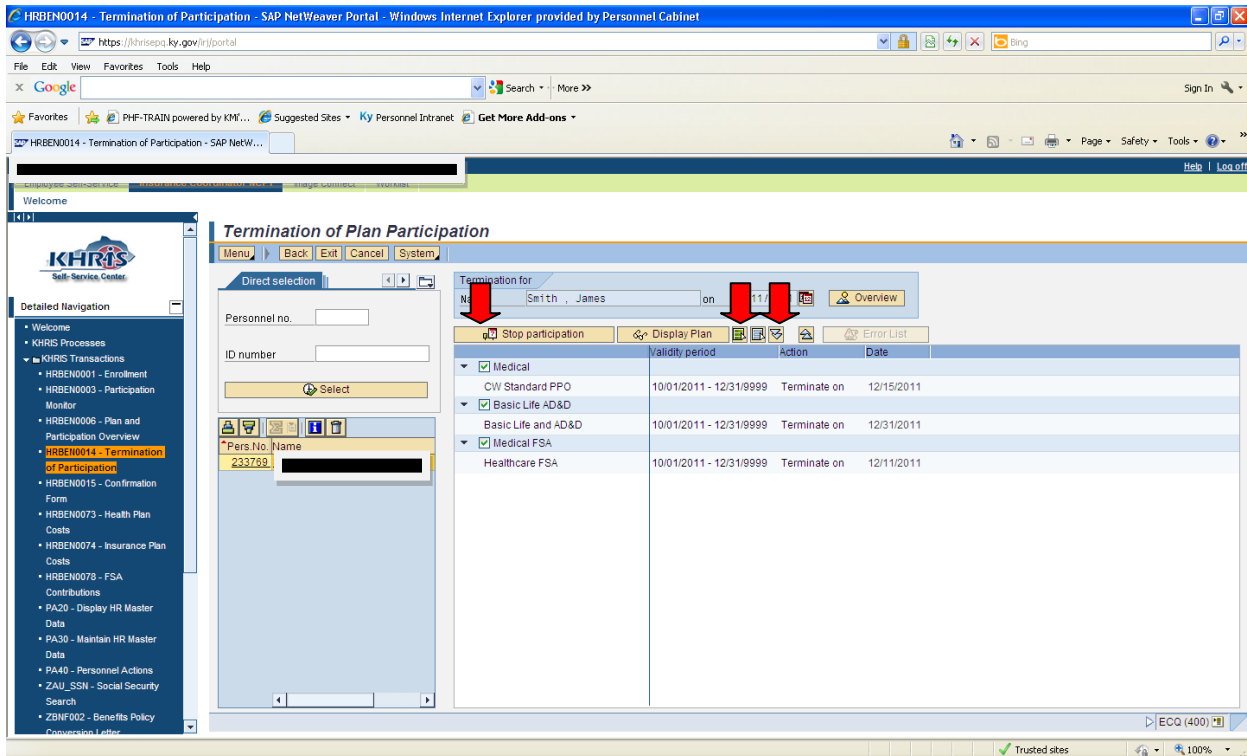
Trusted sites 100%

Go to the calendar selection and enter last day worked (i.e. last day of work is 11/30/2011)

Click “Select”

Click “Select all” this will **select all** health, life plans and flexible spending accounts for termination

Click on “Expand” – This will allow the date information to be seen to make sure termination dates are correct



Click “Stop Participation” (this is to term health plan, life insurance plans and flexible spending accounts)

Select “Stop participation”

HRBEN0014 - Termination of Participation - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepg.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search

Sign In

HRBEN0014 - Termination of Participation - SAP NetW...

Employee Self-Service Insurance Coordinator WebPT Image Connect Worklist

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation**
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA30 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter

Termination of Plan Participation

Menu Back Exit Cancel System

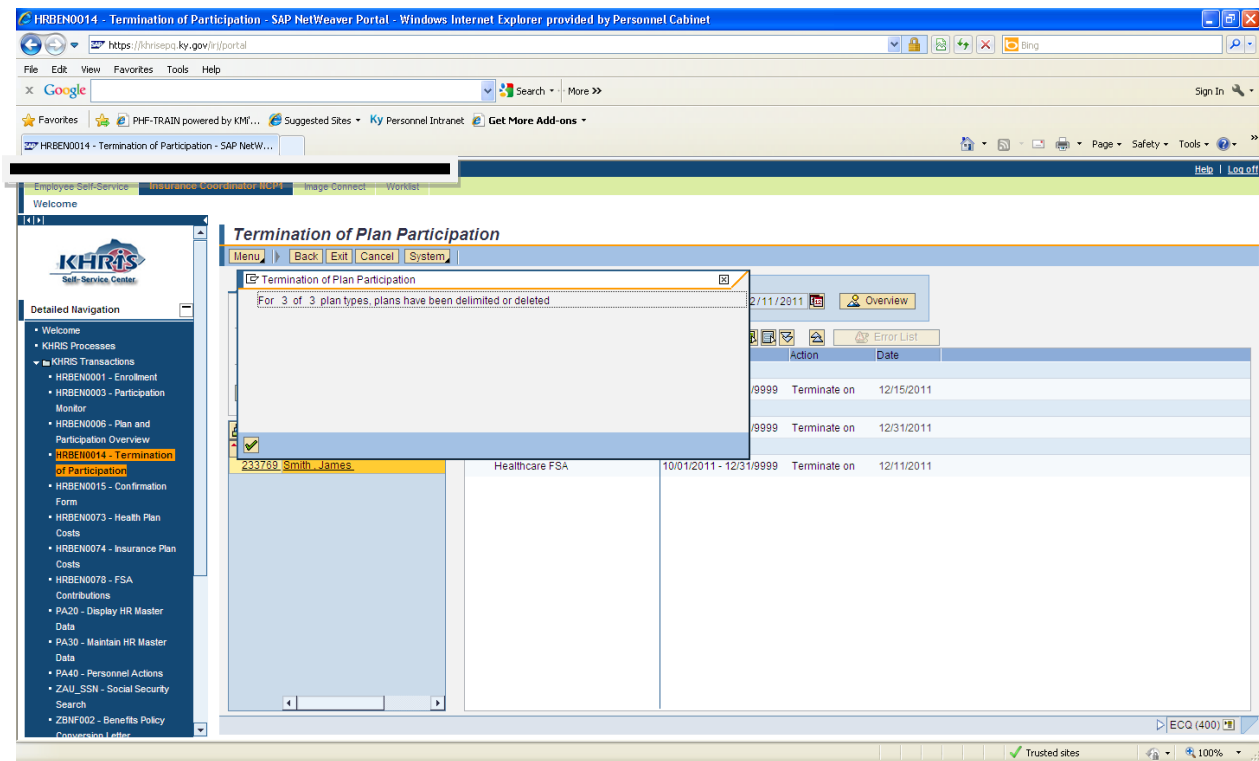
Termination for on

	Plan type	Validity period	Action	Date
<input checked="" type="checkbox"/>	Medical	10/01/2011 - 12/31/9999	Terminate on	12/15/2011
<input checked="" type="checkbox"/>	CW Standard PPO	10/01/2011 - 12/31/9999	Terminate on	12/15/2011
<input checked="" type="checkbox"/>	Basic Life AD&D	10/01/2011 - 12/31/9999	Terminate on	12/31/2011
<input checked="" type="checkbox"/>	Basic Life and AD&D	10/01/2011 - 12/31/9999	Terminate on	12/31/2011
<input checked="" type="checkbox"/>	Medical FSA	10/01/2011 - 12/31/9999	Terminate on	12/11/2011
	Healthcare FSA	10/01/2011 - 12/31/9999	Terminate on	12/11/2011

EQQ (400)

Trusted sites 100%

Click 

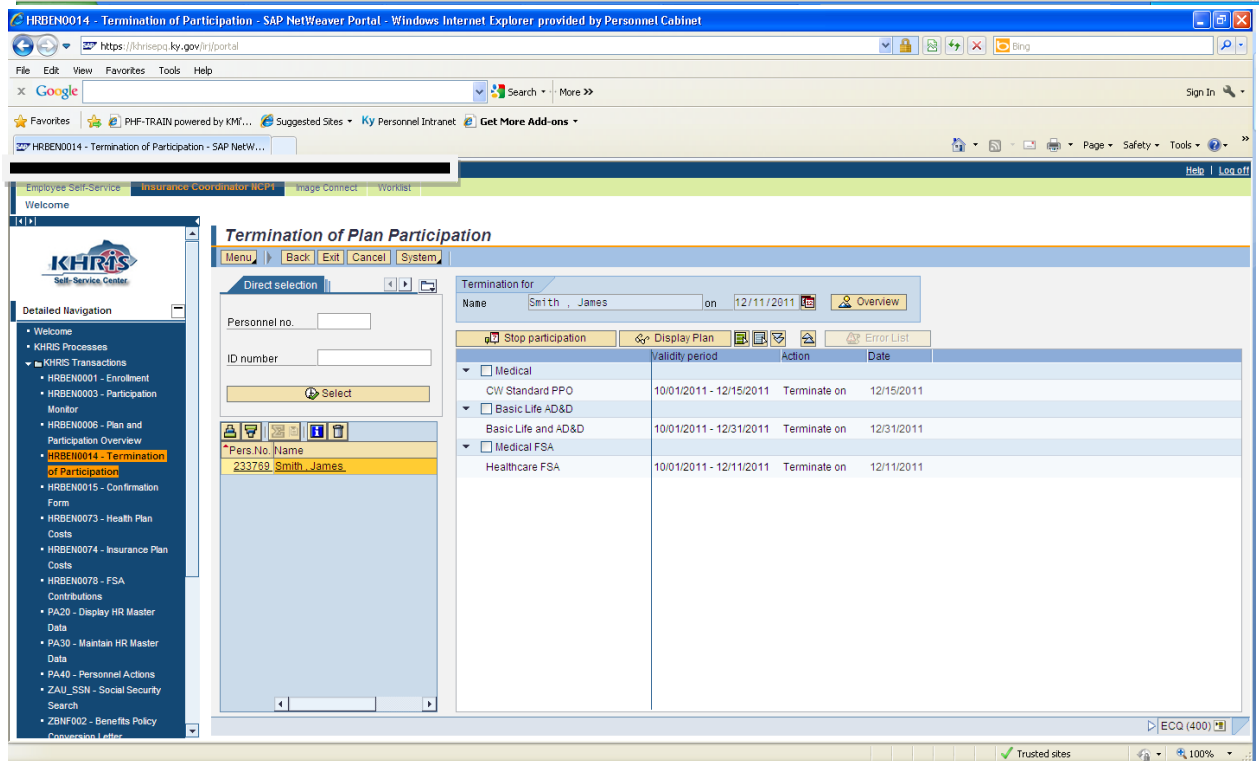


Termination of Plan Participation

For 3 of 3 plan types, plans have been delimited or deleted

Action	Date
Terminate on	12/15/2011
Terminate on	12/31/2011
Terminate on	12/11/2011

233769, Smith, James Healthcare FSA 10/01/2011 - 12/31/9999 Terminate on 12/11/2011



Termination of Plan Participation

Direct selection

Personnel no. ID number

Pers No. Name 233769, Smith, James

Termination for Name Smith, James on 12/11/2011

Validity period	Action	Date
Medical	Terminate on	12/15/2011
CW Standard PPO	Terminate on	12/31/2011
Basic Life AD&D	Terminate on	12/31/2011
Basic Life and AD&D	Terminate on	12/11/2011
Medical FSA	Terminate on	12/11/2011
Healthcare FSA	Terminate on	12/11/2011

Transaction Complete

Note: Please communicate to Employee the ability to continue any/all Life coverage provided premiums are paid.

Reinstating Benefits with No Break in Employment for a Rehire

Health Benefit Enrollment Reporting

Step 1: Select HRBEN0073 Health Plan Costs (select from menu on left)

Note: This report can be used to gather current or future health plan enrollment information. The report should be ran in the morning or late afternoon when there are fewer users in the KHRIS system.

The screenshot shows the KHRIS Self-Service Center interface in a Windows Internet Explorer browser. The title bar indicates the page is 'HRBEN0073 - Health Plan Costs - SAP NetWeaver Portal'. The address bar shows the URL 'https://khrisepq.ky.gov/irj/portal'. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and security. The page header includes navigation links: Employee Self-Service, Manager Self-Service, Insurance Coordinator MCP1, Image Connect, Worklist, Web Log Report, and KHRIS Reporting. A 'Welcome' message is displayed. On the left, a 'Detailed Navigation' menu lists various KHRIS Transactions, with 'HRBEN0073 - Health Plan Costs' highlighted. The main content area is titled 'Health Plan Costs' and contains a 'Menu' bar with options: Save as Variant..., Back, Exit, Cancel, System, and Execute. Below the menu, there are sections for 'Further selections' (with a 'Search helps' button), 'Key date' (with radio buttons for 'Today' and 'Other keydate' and a 'Key Date' input field), 'Selection' (with a 'Personnel Number' input field), and 'Additional selection' (with fields for 'Benefit area', '1st Program Grouping', '2nd Program Grouping', and 'Benefit plan', each with a 'to' field and a selection button). A black arrow points from the 'HRBEN0073 - Health Plan Costs' menu item to the 'Additional selection' section. The bottom status bar shows 'ECQ (400)' and 'Trusted sites'.

Click “Search helps” tab

Select “K –Organizational Assignment”

Click on the “Search helps” tab and select “K” –Organizational assignment. Select the green check mark.

Health Plan Costs

Menu | Save as Variant | Cancel | System | Execute

Further selections | Search helps | Org. structure

Key date
Today
Other keydate
Key Date

Selection
Personnel Number

Additional selection
Benefit area 01 to
1st Program Grouping to
2nd Program Grouping to
Benefit plan to

Restrict Value Range (1)

HKy Short text

A	Ownership matchcode (non applicable)
B	PDC error indicator
C	Personnel ID Number
D	Part-time employees (D)
E	Buyer
F	Construction industry - organizational assignment
G	Date of birth
H	Sickness cert.data (A)
I	IC number
J	Last name - first name - birth name
K	Organizational assignment
L	Time Data Administrator
M	Schedules
N	Last name - First name
O	HR Master Record: Infotype 0302 (Additional Actions)
P	Last name - First name (KR) Person ID
Q	Constituent Services Number (NL)
R	Employee's application number
S	Personnel numbers with trip data by organiz. assignment
T	Personnel numbers with trip data
U	System user name
V	Person in charge of sales
W	Payroll correction run

30 Entries found

ECO (400)

Click ✓

Enter **your** Agency's "Organizational Unit Number" in the Organizational Unit field

HRBEN0073 - Health Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepq.ky.gov/irj/portal

File Edit View Favorites Tools Help

Search Google Suggested Sites Ky Personnel Intranet Web Slice Gallery

Ky Kentucky: Personnel Cabinet... HRBEN0073 - Health Plan...

Employee Self-Service Manager Self-Service Insurance Coordinator NCP1 Image Connect Worklist Web Log Report KHRIS Reporting Help Log off

Welcome

Health Plan Costs

Menu Save as Variant Back Exit Cancel System Execute

Further selections Search helps Org. structure

Key date

Today Other keydate

Key Date

Selection

Personnel Number

Additional selection

Benefit area 01 to

1st Program Grouping to

2nd Program Grouping to

Benefit plan to

Restrict Value Range

Restrictions

Personnel area

Personnel subarea

Employee group

Employee subgroup

Payroll area

Company Code

Cost Center

Organizational unit 10006417

Organizational key

Administrator group

Time administrator

Last name

First name

Continue

ECQ (400)

Trusted sites 100%

Click ✓

Note: This will take you back to the Health Plans Costs screen. After you enter your Agency's Organizational number, the "Search help" field will change to "Search help K". This indicates that the report that is generated will only pertain to your Agency.

To run a report on **current elections**, under the Key date box, select “Today”

Note: Only use personnel number field if you need information for a particular Employee. Otherwise, this step will obtain a complete listing of your Employees. For instructions on how to run for future dates, see page 123.

Click “Execute”

The screenshot shows the SAP NetWeaver Portal interface for HRBEN0073 - Health Plan Costs. The browser window title is "HRBEN0073 - Health Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The address bar shows "https://hrisepg.ky.gov/irj/portal". The page has a blue header with "Employee Self-Service" and "Insurance Coordinator NCP". A red arrow points to the "Execute" button in the top menu bar. A white box labeled "Current report" points to the "Today" radio button under the "Key date" section. The "Key date" section also includes an "Other keydate" radio button and a "Key Date" text field. Below this is a "Selection" section with a "Personnel Number" text field and a dropdown arrow. The "Additional selection" section includes "Benefit area" (01), "1st Program Grouping", "2nd Program Grouping", and "Benefit plan", each with a text field and a dropdown arrow. The bottom status bar shows "EQQ (400)" and "Trusted sites".

Note: This screen shows what the report will look like with the current date. A list of your Employees along with health benefit election data will appear.

HRBEN0073 - Health Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personal Capital

File Edit View Favorites Tools Help

Google Search More »

Sign In

HRBEN0073 - Health Plan Costs - SAP NetWeaver Portal

Help Log off

Welcome

Health Plan Costs

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in descending order Set filter Total Print preview Local file... Mail recipient ABC Analysis Graphic More...

Health Plan Costs

Key date 11/28/2011
Benefit area 01 Comm of KY

Current date

Per	Period text	Plan	Benefit plan text	Entry	Part date	Option	Dep	Option text	Dep cov
2		A502		03/01/2011	04/01/2011	0001	0001	KEHP	Single
2		A502		03/01/2011	04/01/2011	0001	0001	KEHP	Single
2		A502		03/01/2011	04/01/2011	0001	0004	KEHP	Family
2		A502		03/01/2011	04/01/2011	0001	0003	KEHP	Parent f
2		A502		03/01/2011	04/01/2011	0001	0003	KEHP	Parent f
2		A502		08/01/2011	10/01/2011	0001	0001	KEHP	Single
2		A502		03/01/2011	04/01/2011	0001	0001	KEHP	Single
2		A502		08/01/2011	10/01/2011	0001	0003	KEHP	Parent f
2		A502		03/01/2011	04/01/2011	0001	0001	KEHP	Single
2		A502		08/01/2011	10/01/2011	0001	0001	KEHP	Single
2		A502		03/01/2011	04/01/2011	0001	0001	KEHP	Single
2		A502		03/01/2011	04/01/2011	0001	0001	KEHP	Single
2		A502		03/01/2011	04/01/2011	0001	0001	KEHP	Single
2		A502		03/01/2011	04/01/2011	0001	0001	KEHP	Single
2		A502		03/01/2011	04/01/2011	0001	0003	KEHP	Parent f
2		A502		08/01/2011	10/01/2011	0001	0001	KEHP	Single
2		A502		03/01/2011	04/01/2011	0001	0001	KEHP	Single

Page 1 of 2

ECO (400)

Trusted sites 100%

Click “Back” to return to Health Plan Costs report screen

To run a report for **future elections**, under the Key date box, select “Other key date”

Enter the date for which you are gathering election data in the “Key Date” box

Note: Only use personnel number field if you need information for a particular Employee. Otherwise, this step will obtain a complete listing of your Employees.

The screenshot shows the SAP NetWeaver Portal interface for the HRBEN0073 - Health Plan Costs report. The browser window title is "HRBEN0073 - Health Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The address bar shows the URL "https://hrisepg.ky.gov/irj/portal". The page has a navigation menu on the left with options like "Employee Self-Service", "Manager Self-Service", and "Insurance Coordinator MCP1". The main content area is titled "Health Plan Costs" and includes a "Further selections" section with a "Key date" dropdown menu. The "Key date" dropdown is currently set to "Other keydate". Below this is a "Key Date" input field with the date "01/01/2012". A callout box points to the "Key date" dropdown with the text "Enter future date that you want to view". Another callout box points to the "Key Date" input field with the same text. The "Selection" section includes a "Personnel Number" input field. The "Additional selection" section includes fields for "Benefit area", "1st Program Grouping", "2nd Program Grouping", and "Benefit plan". The status bar at the bottom shows "ECO (400)" and "Trusted sites".

Click “Execute”

HRBEN0073 - Health Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepq.ky.gov/portal

Welcome, Stephanie May - Enrollment Information Br (55794)

Employee Self-Service | Manager Self-Service | Insurance Coordinator NCP1 | Image Connect | Worklist | Web Log Report | KHRIS Reporting

Health Plan Costs

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute**

Further selections | Search helps | Execute | Org. structure

Key date

☐ Today

☒ Other keydate

Key Date

Selection

Personnel Number

Additional selection

Benefit area	<input type="text" value="01"/>			
1st Program Grouping	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
2nd Program Grouping	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Benefit plan	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>

ECQ (400)

Execute

Trusted sites

100%

Note: This screen shows what the report will look like with the current date. A list of your Employees along with health benefit election data will appear.

[illegible]

To export this data into an excel spreadsheet:

Click “Menu”

Click “List”

Click “Export”

Click “Spreadsheet”

The screenshot shows the KHRIS Health Plan Costs page in a web browser. The page has a navigation menu on the left and a main content area. The main content area displays a table of data with columns: EE Cost, ER Credit, Provider Cost, Imputed income/Curr., 1st PG, 2 PG, 1st ProgrGroup, Text, and 2nd. The table contains one row of data: 31.37, 300.28, 3.68, 0.00 USD, 0001, 0002, CP Hlth/HRA/FSA/Life, 2 M.

Red arrows indicate the steps to export the data to a spreadsheet:

- Click the "Menu" button (indicated by a red arrow).
- Click the "List" button (indicated by a red arrow).
- Click the "Export" button (indicated by a red arrow).
- Click the "Spreadsheet..." button (indicated by a red arrow).

EE Cost	ER Credit	Provider Cost	Imputed income/Curr.	1st PG	2 PG	1st ProgrGroup	Text	2nd
31.37	300.28	3.68	0.00 USD	0001	0002	CP Hlth/HRA/FSA/Life	2 M	

Click” Excel (MHTML Format)”

HRBEN0073 - Health Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by The Personnel Cabinet by NSB

https://khris.ky.gov/irj/portal

File Edit View Favorites Tools Help

Home - KHRIS Connecting ... Suggested Sites MSN.com Free Hotmail Ky Personnel Intranet Web Slice Gallery HP Quality Center 10.00

HRBEN0073 - Health Plan Costs - SAP NetW...

Employee Self-Service Insurance Coordinator NCP1 Image Connect Biller Direct Worklist Web Log Report KHRIS Reporting Edit ESS BN KM Content Help Log off

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs**
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change

Health Plan Costs

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in descending order Set filter Total Print preview More...

Select Spreadsheet

Formats:

- ☒ Excel (in MHTML Format)
- ☐ Star Office 8 Calc/OpenOffice.org 2.0
- ☐ Select from All Available Formats

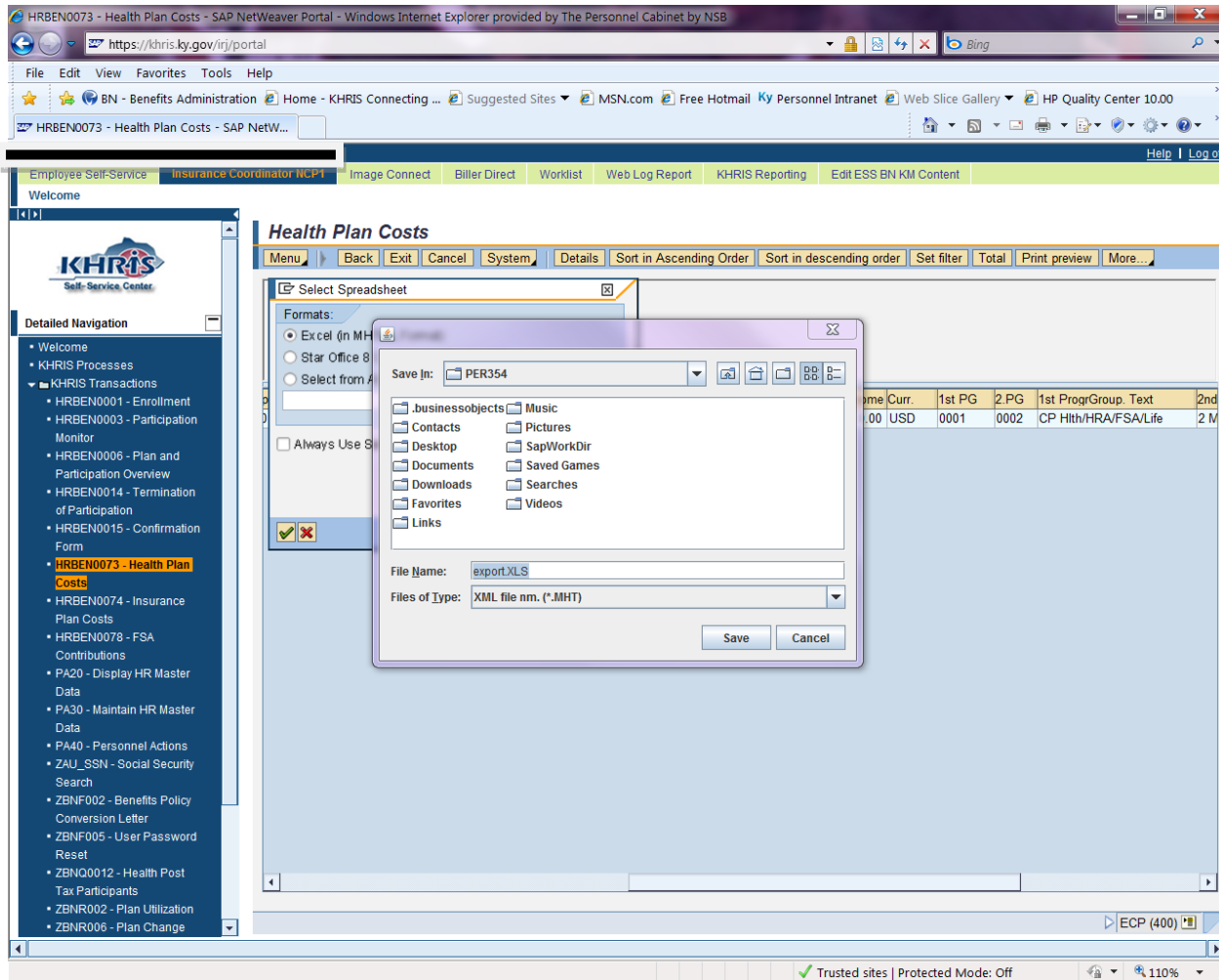
Always Use Selected Format

edit	Provider Cost	Imputed income Curr.	1st PG	2 PG	1st ProgrGroup. Text	2nd
28	3.68	0.00 USD	0001	0002	CP Hlth/HRA/FSA/Life	2 M

ECP (400)

Trusted sites | Protected Mode: Off 110%

Note: To save the file, choose a folder and click save. Once you have saved and opened the excel file, you can modify the way you need to view and/or print the report.



Transaction Complete

Plan Change History Report

This report allows you to see changes made to your agency's population based on a number of criteria. As with other reporting in KHRIS, running during non-peak times (early morning or evenings) will help with getting results without timing out of the system.

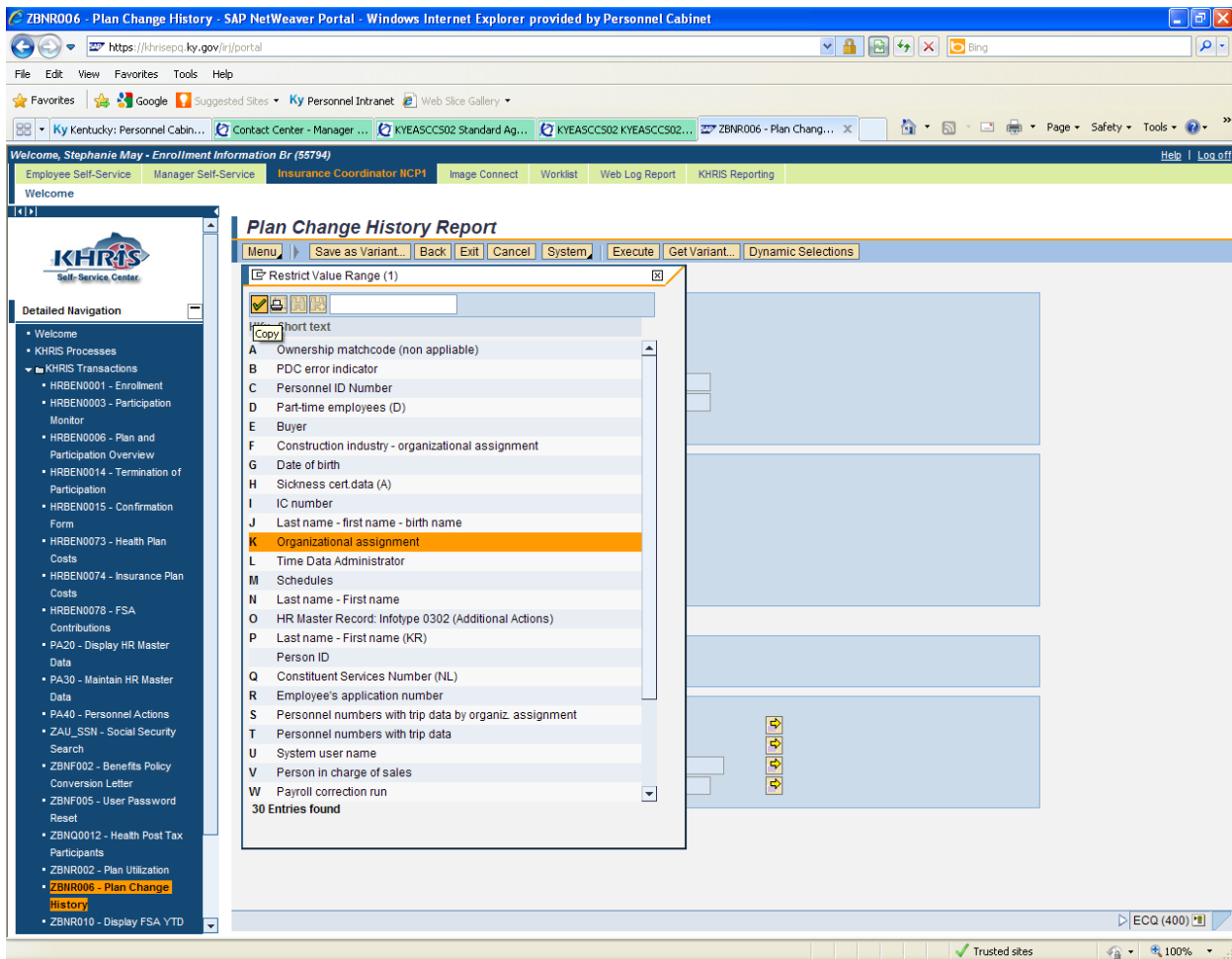
Step 1: Select ZBNR006 Plan Change History (select from menu on left)

Click "Search helps" tab

The screenshot displays the KHRIS Plan Change History Report interface within a web browser. The browser's address bar shows the URL <https://khrisepq.ky.gov/ir/portal>. The left sidebar, titled "Detailed Navigation", lists various KHRIS Transactions, with "ZBNR006 - Plan Change History" highlighted. The main content area, titled "Plan Change History Report", features a menu bar with options: "Menu", "Save as Variant", "Back", "Cancel", "System", "Execute", "Get Variant...", and "Dynamic Selections". Below the menu bar, there are sections for "Further selections", "Search helps", and "Sort order". The "Search helps" section includes fields for "Period" (Today, Up to today, Other period, Current month, From today, Current year), "Data Selection Period", "Person selection period", "Payroll period", "Selection" (Personnel Number, Employment status, Company Code, Payroll area, Pers. area/subarea/cost center, Employee group/subgroup), "Layout variant", and "Additional data" (Plan type, Benefit plan, Changed By, Change on). A red arrow points to the "Search helps" tab, and a black arrow points to the "ZBNR006 - Plan Change History" option in the left sidebar.

Select “K – Organizational Assignment”

Click 



The screenshot displays the SAP NetWeaver Portal interface. The browser window title is "ZBNR006 - Plan Change History - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The address bar shows the URL "https://hrisepq.ky.gov/irj/portal". The page header includes a welcome message for "Stephanie May - Enrollment Information Br (55794)" and a navigation bar with links like "Employee Self-Service", "Manager Self-Service", "Insurance Coordinator MCP1", "Image Connect", "Worklist", "Web Log Report", and "KHRIS Reporting".

The main content area is titled "Plan Change History Report". It features a "Menu" bar with options: "Save as Variant", "Back", "Exit", "Cancel", "System", "Execute", "Get Variant...", and "Dynamic Selections". Below this is a "Restrict Value Range (1)" dialog box. The dialog box contains a list of 30 entries, with "K Organizational assignment" highlighted. The list includes:

- A Ownership matchcode (non applicable)
- B PDC error indicator
- C Personnel ID Number
- D Part-time employees (D)
- E Buyer
- F Construction industry - organizational assignment
- G Date of birth
- H Sickness cert.data (A)
- I IC number
- J Last name - first name - birth name
- K Organizational assignment**
- L Time Data Administrator
- M Schedules
- N Last name - First name
- O HR Master Record: Infotype 0302 (Additional Actions)
- P Last name - First name (KR)
- Person ID
- Q Constituent Services Number (NL)
- R Employee's application number
- S Personnel numbers with trip data by organiz. assignment
- T Personnel numbers with trip data
- U System user name
- V Person in charge of sales
- W Payroll correction run

The dialog box also indicates "30 Entries found". The bottom status bar shows "ECQ (400)" and "Trusted sites".

Enter **your** Agency's "Organizational Unit Number in the Organizational Unit field

The screenshot displays the SAP NetWeaver Portal interface for the ZBNR006 - Plan Change History Report. The browser window title is "ZBNR006 - Plan Change History - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The URL is "https://hrisepq.ky.gov/portal". The page shows a navigation menu on the left with options like "Welcome", "KHRIS Processes", and "KHRIS Transactions". The main area is titled "Plan Change History Report" and includes a "Restrict Value Range" dialog box. This dialog box contains a list of fields with checkboxes and arrows, including "Personnel area", "Personnel subarea", "Employee group", "Employee subgroup", "Payroll area", "Company Code", "Cost Center", "Organizational unit" (highlighted with the value "10006998"), "Organizational key", "Administrator group", "Time administrator", "Last name", and "First name".

Click 

Note: This will take you back to the Plan Change History Report screen. After the Agency's Organizational number has been entered, the "Search helps" field will change to "Search helps K". This indicates that the report generated will only pertain to your Agency.

You can run the report based on different periods. These periods indicate the effective date of the change. You can choose any of the radio buttons.

If you want to see changes for a certain period of time you need to click “Other Period”.

In the “Data Selection Period” boxes enter the period you want to show on your report. For example if you want to show all changes made to your members during or after 2011’s Open Enrollment period Use 01/01/2012 as the first date box and a later date in the “To” box.

The screenshot displays the 'ZBNR006 - Plan Change History Report' interface within a web browser. The browser's address bar shows the URL 'https://hrisepq.ky.gov/irj/portal'. The page title is 'ZBNR006 - Plan Change History Report'. The interface includes a navigation menu on the left with the following items: Welcome, KHRIS Processes, KHRIS Transactions, HRBEN0001 - Enrollment, HRBEN0003 - Participation Monitor, HRBEN0006 - Plan and Participation Overview, HRBEN0014 - Termination of Participation, HRBEN0015 - Confirmation Form, HRBEN0073 - Health Plan Costs, HRBEN0074 - Insurance Plan Costs, HRBEN0078 - FSA Contributions, PA20 - Display HR Master Data, PA30 - Maintain HR Master Data, PA40 - Personnel Actions, ZAU_SSN - Social Security Search, ZBNF002 - Benefits Policy Conversion Letter, ZBNF005 - User Password Reset, ZBNQ0012 - Health Post Tax Participants, ZBNR002 - Plan Utilization, **ZBNR006 - Plan Change History**, and ZBNR010 - Display FSA YTD. The main content area is titled 'Plan Change History Report' and contains several sections: 'Further selections' with radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', 'From today', and 'Other period' (selected); 'Data Selection Period' with input boxes for '01/01/2012' and '01/31/2012'; 'Person selection period' with input boxes; 'Payroll period' with a button; 'Selection' with input boxes for 'Personnel Number', 'Employment status', 'Company Code', 'Payroll area', 'Pers.area/subarea/cost centre', and 'Employee group/subgroup'; 'Layout variant' with an input box; and 'Additional data' with input boxes for 'Plan type', 'Benefit plan', 'Changed By', and 'Changed on'. The bottom of the interface shows a status bar with 'ECO (400)' and a 'Trusted sites' icon.

You can also run this for one day by using the same day in both boxes.

Once you have chosen a period you can click “Execute”; however you can add more data to further specify the data the reports returns.

For example if you only want to know changes made to a Plan type (Health Plans, FSA accounts, Basic Life etc.) you can choose a Plan type. **Note:** Leave this field blank if you want to see changes on all plan types. You can limit the report to specific Benefit plans. Leave this field if you want to see all Benefit Plan changes.

ZBNR006 - Plan Change History - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisepq.ky.gov/irj/portal

File Edit View Favorites Tools Help

Ky Kentucky: Personnel Cabin... Contact Center - Manager ... KYEASCCS02 Standard Ag... KYEASCCS02 KYEASCCS02... ZBNR006 - Plan Chang... X

Employee Self-Service Manager Self-Service Insurance Coordinator MCP1 Image Connect Worklist Web Log Report KHRIS Reporting Help Log off

Welcome

Plan Change History Report

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Dynamic Selections

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Up to today ☐ From today

☒ Other period

Data Selection Period 01/01/2012

Person selection period

Payroll period

Selection

Personnel Number

Employment status

Company Code

Payroll area

Pers. area/subarea/cost centre

Employee group/subgroup

Layout variant

Additional data

Plan type

Benefit plan

Changed By

Changed on

Benefit plan type (1)

Search Criteria

Find...

BAr.	Type	Text
01	A001	Medical
01	B001	Basic Life AD&D
01	B101	Optional Life
01	B201	Dependent Life
01	D001	Medical FSA
01	D002	Dependent FSA
05	BRON	General Source
05	DOEL	General Goal
05	FTYP	Cycle Plans
05	KPVU	Purchase Leave
05	SPRG	Savings Schemes
05	VKVU	Sell Leave
99	401K	401K
99	CAR	Company Car
99	CHAR	Charity Plan
99	DCAR	Dependent Care
99	DENT	Dental
99	FITN	Fitness plan
99	FLEX	Flex Credits
99	LEGL	Legal Insurance
99	LIFE	Life Insurance
99	MEDI	Medical
99	PENS	Company Pension

214 Entries found

ECQ (400)

Trusted sites 100%

“Changed By Data” can be used by entering a specific USER ID ABC1234, if you want to see more than one user (if there are multiple ICs that do entry at your agency) Click on the Multiple Selection (**Note:** This shows when you put your “mouse” on top of the yellow arrow In the Additional data box. Click yellow arrow by “Changed By”)

Enter the “PRNRs” in the info box

The screenshot displays the 'ZBNR006 - Plan Change History Report' interface within a web browser. The browser's address bar shows the URL 'https://hrisepq.ky.gov/irj/portal'. The interface includes a sidebar with a 'Detailed Navigation' menu and a main content area with various search and filter options. A 'Multiple Selection for Changed By' dialog box is open, showing a list of 'Single value' entries: 'ABC1234' and 'DEF5678'. The 'Changed By' field in the 'Additional data' section is set to 'ABC1234'. The 'Changed on' field is empty. The 'Layout variant' is set to 'PA40 - Personnel Actions'. The 'Data Selection Period' is set to 'Payroll period'. The 'Person selection period' is set to 'Current month'. The 'Period' is set to 'Today'. The 'Additional data' section includes fields for 'Plan type', 'Benefit plan', 'Changed By', and 'Changed on'. The 'Multiple selection' button is highlighted in the dialog box.

If you want to see changes made by any users leave this field blank. If you want to see changes made due to a file upload, enter BATCH_BN in the “Changed By” field

Use “Changed on” dates in order to capture changes processed within a particular date range. For example, if you want to see changes processed in KHRIS in September 2011, use 09/01/2011 in the first data box and 09/30/2011 in the “to” box. You can also use the “Multiple Selection” choice to choose specific dates or multiple ranges.

The screenshot displays the SAP NetWeaver Portal interface for the ZBNR006 - Plan Change History Report. The browser window title is "ZBNR006 - Plan Change History - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The URL is "https://hrisepq.ky.gov/irj/portal". The page shows a navigation menu on the left with options like "Welcome", "KHRIS Processes", "KHRIS Transactions", and "ZBNR006 - Plan Change History". The main content area is titled "Plan Change History Report" and includes a "Menu" bar with options like "Save as Variant", "Back", "Exit", "Cancel", "System", "Execute", "Get Variant...", and "Dynamic Selections". Below the menu, there are sections for "Further selections", "Period", "Data Selection Period", "Person selection period", "Payroll period", "Selection", "Layout variant", and "Additional data". A "Multiple Selection for Changed on" dialog box is open, showing a table with "Lower limit" and "Upper limit" columns. The table contains one row with the dates "09/01/2011" and "09/30/2011". The "Additional data" section includes fields for "Plan type", "Benefit plan", "Changed By", and "Changed on", with the "Changed on" field showing the date range "09/01/2011" to "09/30/2011".

If you want to see changes made on any date, leave these boxes blank. However, it is advisable to use at least one selection criteria. Running the report without any defined criteria will take extended amounts of time and may cause you to time out. The more you define criteria the more specific your report will be.

As an example this report is asking for changes made with an effective date of 01/01/2012-01/31/2012 processed by a particular user between 12/01/2011 and 12/31/2011.

ZBNR006 - Plan Change History - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepg.ky.gov/irj/portal

File Edit View Favorites Tools Help

Favorites Google Suggested Sites Ky Personnel Intranet Web Slice Gallery

Ky Kentucky: Personnel Cabin... Contact Center - Manager ... KYEASCC502 Standard Ag... KYEASCC502 KYEASCC502... ZBNR006 - Plan Chang...

Employee Self-Service Manager Self-Service Insurance Coordinator NCP1 Image Connect Worklist Web Log Report KHRIS Reporting

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History**

Plan Change History Report

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Dynamic Selections

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 01/01/2012 To 01/31/2012

Person selection period To

Payroll period

Selection

Personnel Number

Employment status

Company Code

Payroll area

Pers. area/subarea/cost center

Employee group/subgroup

Layout variant

Additional data

Plan type to

Benefit plan to

Changed By MHR0289 to

Changed on 12/01/2011 to 12/31/2011

After the criteria you want to report on is entered, click “Execute”. In this instance the report will show any changes that were made effective 10/01/2011 to 12/31/2011 and were entered into KHRIS between 09/01/2011 and 12/31/2011 by all users.

ZBNR006 - Plan Change History - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisepa.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Suggested Sites Ky Personnel Intranet Web Slice Gallery

Ky Kentucky: Personnel ... Contact Center - Ma... KYEASCCS02 Standa... KYEASCCS02 KYEAS... Kentucky Retirement... ZBNR006 - Plan C...

Help | Logout

Employee Self-Service Manager Self-Service Insurance Coordinator NCP1 Image Connect Worklist Web Log Report KHRIS Reporting

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
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 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
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 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
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 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAUSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History**
 - ZBNR010 - Display FSA YTD

Plan Change History Report

Menu Save as Variant Back Exit Cancel System Execute Get Variant... Dynamic Selections

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 10/01/2011 To 12/31/2011

Person selection period To

Payroll period

Selection

Personnel Number

Employment status

Company Code

Payroll area

Pers. area/subarea/cost center

Employee group/subgroup

Layout variant

Additional data

Plan type to

Benefit plan to

Changed By to

Changed on 09/01/2011 to 12/31/2011

ECO (400)

Trusted sites 100%

[ZBNR006 - Plan Change History - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet](#)

<https://hrisepq.ky.gov/portal>

[File](#) [Edit](#) [View](#) [Favorites](#) [Tools](#) [Help](#)

[Favorites](#) [Google](#) [Suggested Sites](#) [Ky Personnel Intranet](#) [Web Slice Gallery](#)

[Ky Kentucky: Personnel ...](#) [Contact Center - Ma...](#) [KYEASCCS02 Standa...](#) [KYEASCCS02 KYEAS...](#) [Kentucky Retirement...](#) [ZBNR006 - Plan C...](#)

[Employee Self-Service](#) [Manager Self-Service](#) [Insurance Coordinator MCP](#) [Image Connect](#) [Worklist](#) [Web Log Report](#) [KHRIS Reporting](#)

[Welcome](#)

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment Monitor
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
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 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History**
 - ZBNR010 - Display FSA YTD

Plan Change History Report

[Menu](#) [Back](#) [Exit](#) [Cancel](#) [System](#) [Details](#) [Sort in Ascending Order](#) [Sort in Descending Order](#) [Set Filter](#) [Total](#) [Subtotals...](#) [Print Preview](#) [Local File...](#) [More...](#)

Changes in Benefit Elections

Evaluation Period
 Program: ZBNR006_PLAN_CHANGE_HISTORY
 System: ECQ
 Date: 02/20/2012

Client: 400
 Time: 09:44:15

Plan	Text	Description	Org. Unit	Object name	Perm	Name	From	To
A501	CW Standard PPO	Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006418	KY Teachers Retirement (KTRS Retirees)			10/01/2011	12/31/99
		Single	10006418	KY Teachers Retirement (KTRS Retirees)			11/01/2011	12/31/99
CW Standard PPO								
A501								
A502	CW Capitol Choice	Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006418	KY Teachers Retirement (KTRS Retirees)			11/01/2011	12/31/99
CW Capitol Choice								
A502								
A503	CW Optimum PPO	Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Couple	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
		Single	10006416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
CW Optimum PPO								

[ECQ \(400\)](#)

Trusted sites

Plan Change History Report

To export to a spreadsheet click “Menu” tab then click, “List, Export, Spreadsheet”

The screenshot displays the KHRIS Self-Service Center interface. The browser address bar shows the URL <https://hrisepc.ky.gov/hrportal>. The page title is "ZBNR006 - Plan Change History Report".

The left sidebar contains a "Detailed Navigation" menu with the following items:

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History**
 - ZBNR010 - Display FSA YTD

The main content area displays the "Plan Change History Report". The report table has the following columns: description, Org. Unit, Object name, *Perm, *Name, From, and To. The report shows multiple rows of data, including:

description	Org. Unit	Object name	*Perm	*Name	From	To
A501 CW Standard PPO	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Teachers Retirement (KTRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Teachers Retirement (KTRS Retirees)			11/01/2011	12/31/99
A501 CW Standard PPO						
A502 CW Capitol Choice	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Teachers Retirement (KTRS Retirees)			11/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
A502 CW Capitol Choice						
A503 CW Optimum PPO	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Couple	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
	Single	10006416 KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99

A context menu is open over the "Export" option, showing the following options:

- Print Preview (Ctrl+Shift+F10)
- Print (Ctrl+P)
- Export
- Send To
- Exit (Shift+F3)
- Word Processing...
- Spreadsheet... (Shift+F9)
- Local File... (Ctrl+Shift+F9)
- Extended SAP Query Repository

When given the option, choose Excel as the Format

Click 

ZBNR006 - Plan Change History - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisepg.ky.gov/hrjportal

File Edit View Favorites Tools Help

Favorites Google Suggested Sites Ky Personnel Intranet Web Slice Gallery

Ky Kentucky: Personnel ... Contact Center - Ma... KYEASCC502 Standa... KYEASCC502 KYEAS... Kentucky Retirement... ZBNR006 - Plan C...

Help Log off

Employee Self-Service Manager Self-Service Insurance Coordinator NCP1 Image Connect Worklist Web Log Report KHRIS Reporting

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
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 - HRBEN0078 - FSA Contributions
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 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History**
 - ZBNR010 - Display FSA YTD

Plan Change History Report

Menu Back Exit Cancel Details Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals... Print Preview Local File... More...

Select Spreadsheet

Formats:

- ☒ Excel (in MHTML Format)
- ☐ Star Office 8 Calc/OpenOffice.org 2.0
- ☐ Select from All Available Formats

☐ Always Use Selected Format

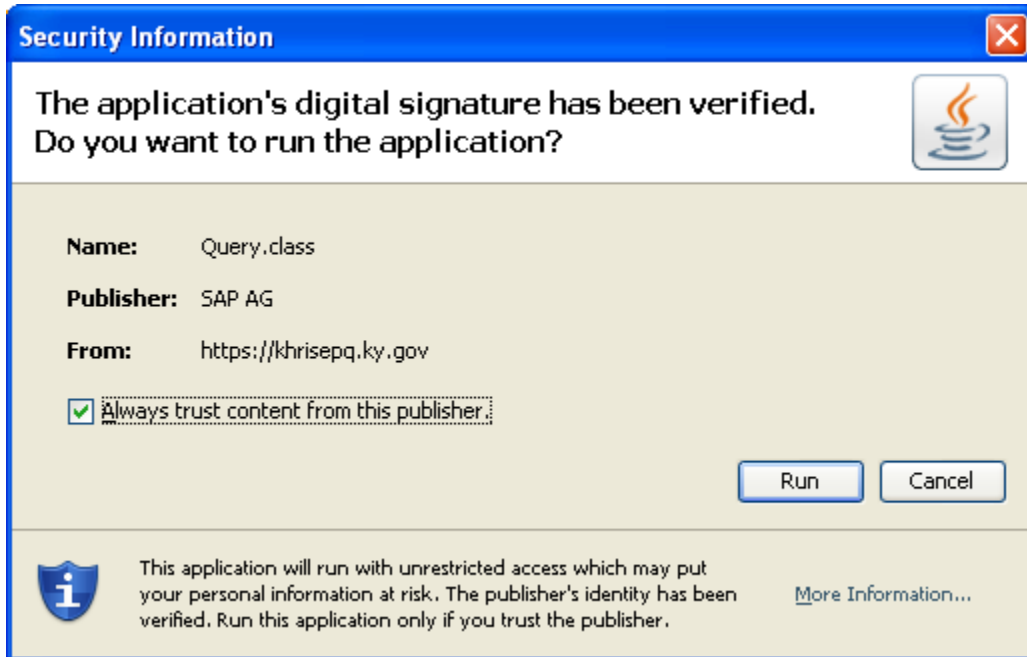
Unit	Object name	*Perm	Name	From	To
6416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
6416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
6416	KY Retirement Systems (KRS Retirees)			10/01/2011	12/31/99
6418	KY Teachers Retirement (KTRS Retirees)			10/01/2011	12/31/99
6418	KY Teachers Retirement (KTRS Retirees)			11/01/2011	12/31/99
A501					
A502	CW Capitol Choice	Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006418 KY Teachers Retirement (KTRS Retirees)	11/01/2011	12/31/99
	CW Capitol Choice	Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
A502					
A503	CW Optimum PPO	Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Couple	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99
		Single	10006416 KY Retirement Systems (KRS Retirees)	10/01/2011	12/31/99

ECQ (400)

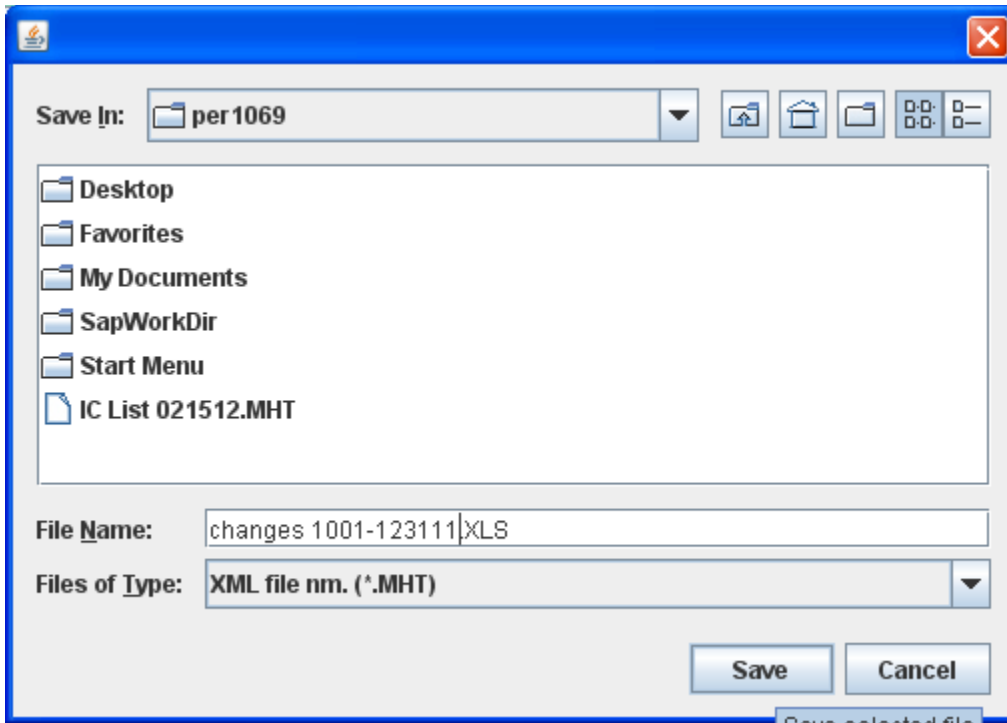
Trusted sites 100%

Note: If you get a security information notification that states “The application’s digital signature has been verified. Do you want to run the application?” “✓ (box should be checked) Always trust content from this publisher.”

Click “Run”



Change the file name to a suitable name and save the file in a folder.



From there you can open in Microsoft excel and manipulate the data.

Insurance Plan Cost Report

Step 1: Select HRBEN0074 Insurance Plan Costs (select from menu on left)

Note: This report can be used to review and make sure Employees are enrolled, and enrolled in the correct plans. The report should be ran in the morning or late afternoon when there are fewer users in the KHRIS system.

The screenshot shows the KHRIS Insurance Plan Costs report interface. The browser window title is "HRBEN0074 - Insurance Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The URL is "https://khrisepq.ky.gov/irj/portal". The page has a blue header bar with "Employee Self-Service", "Insurance Coordinator NCP1", "Image Connect", and "Worklist" tabs. The "Insurance Coordinator NCP1" tab is active. The main content area is titled "Insurance Plan Costs" and contains a "Menu" button, "Save as Variant...", "Back", "Exit", "Cancel", "System", "Execute", and "Get Variant..." buttons. Below these are three sections: "Further selections" with a "Search helps" button, "Key date" with radio buttons for "Today" and "Other keydate" and a "Key Date" input field, "Selection" with a "Personnel Number" input field, and "Additional selection" with a table for selecting benefit areas and plans. The table has columns for "Benefit area", "1st Program Grouping", "2nd Program Grouping", and "Benefit plan", with "to" and "from" fields and arrows for selection. The "Benefit area" field is currently set to "01". The bottom status bar shows "ECQ (400)" and "Trusted sites".

HRBEN0074 - Insurance Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisepq.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search Sign In

HRBEN0074 - Insurance Plan Costs - SAP NetWeaver ...

Employee Self-Service Insurance Coordinator NCP1 Image Connect Worklist

Welcome

KHRIS Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs**
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History
 - ZBNR010 - Display FSA YTD Deductions
 - ZBNR013 - Dependent Search By SSN
 - ZBNR015 - Daily Enrollment Count Report

Insurance Plan Costs

Menu Save as Variant... Back Exit Cancel System Execute Get Variant...

Further selections Search helps Org. structure

Key date

☒ Today

☐ Other keydate

Key Date

Selection

Personnel Number

Additional selection

Benefit area	01			
1st Program Grouping		to		
2nd Program Grouping		to		
Benefit plan		to		

ECQ (400)

Trusted sites 100%

Click “Search helps” tab

Select “K –Organizational Assignment”

HRBEN0074 - Insurance Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisepq.ky.gov/ir/portal

Click on the “Search helps” tab and select “K” –Organizational assignment. Click the green check mark.

Employee Self-Service Insurance Coordinator MCP1 Image Connect Worklist

Welcome

Insurance Plan Costs

Menu Save as Variant... Back Exit Cancel System Execute Get Variant...

Further selections Search helps

Key date
☒ Today
☐ Other keydate
Key Date

Selection
Personnel Number

Additional selection
Benefit area 01
1st Program Grouping
2nd Program Grouping
Benefit plan

Restrict Value Range (1)

HKy Short text

- A Ownership matchcode (non applicable)
- B PDC error indicator
- C Personnel ID Number
- D Part-time employees (D)
- E Buyer
- F Construction industry - organizational assignment
- G Date of birth
- H Sickness cert.data (A)
- I IC number
- J Last name - first name - birth name
- K Organizational assignment**
- L Time Data Administrator
- M Schedules
- N Last name - First name
- O HR Master Record: Infotype 0302 (Additional Actions)
- P Last name - First name (KR)
- Person ID
- Q Constituent Services Number (NL)
- R Employee's application number
- S Personnel numbers with trip data by organiz. assignment
- T Personnel numbers with trip data
- U System user name
- V Person in charge of sales
- W Payroll correction run

30 Entries found

ECQ (400)

Trusted sites 100%

Click ✓

Enter **your** Agency's "Organizational Unit Number" in the Organizational Unit field

The screenshot shows the KHRIS Insurance Plan Costs screen in a web browser. The browser title is "HRBEN0074 - Insurance Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The address bar shows "https://khrisepq.ky.gov/irj/portal". The page has a blue header with "Employee Self-Service" and "Insurance Coordinator MCP1". The main content area is titled "Insurance Plan Costs" and has a menu bar with "Menu", "Save as Variant...", "Back", "Exit", "Cancel", "System", "Execute", and "Get Variant...". There are three main sections: "Further selections", "Restrictions", and "Additional selection". The "Further selections" section has a "Key date" field with "Today" selected and a "Key Date" field. The "Restrictions" section has a "Restrict Value Range" dropdown and a list of fields: "Personnel area", "Personnel subarea", "Employee group", "Employee subgroup", "Payroll area", "Company Code", "Cost Center", "Organizational unit", "Organizational key", "Administrator group", "Time administrator", "Last name", and "First name". The "Organizational unit" field is highlighted with a yellow background and has a callout box pointing to it. The callout box contains the text: "Enter Agency's organizational unit number (you can use drop down box to select your organization) and click check mark". The "Additional selection" section has a "Benefit area" field with "01" selected and two "Program Grouping" fields.

Click 

Note: This will take you back to the Insurance Plans Costs screen. After you enter your Agency's Organizational number, the "Search help" field will change to "Search help K". This indicates that the report that is generated will only pertain to your Agency.

To run a report on **current elections**, under the Key date box, select “Today”

Note: Only use the “Personnel number” field if you need information for a particular Employee. Otherwise, this step will obtain a complete listing of your Employees. For instructions on how to run for future dates, see page 147.

The screenshot shows the SAP NetWeaver Portal interface for the 'Insurance Plan Costs' report. The browser window title is 'HRBEN0074 - Insurance Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet'. The URL is 'https://khrisepq.ky.gov/irj/portal'. The page has a top navigation bar with 'Employee Self-Service', 'Insurance Coordinator NCP1', 'Image Connect', and 'Worklist'. A left sidebar shows a 'Detailed Navigation' menu with various HR transactions, including 'HRBEN0074 - Insurance Plan Costs' which is highlighted. The main content area is titled 'Insurance Plan Costs' and contains several sections: 'Key date' with radio buttons for 'Today' (selected) and 'Other keydate', and a 'Key Date' input field; 'Selection' with a 'Personnel Number' input field; and 'Additional selection' with fields for 'Benefit area' (set to '01'), '1st Program Grouping', '2nd Program Grouping', and 'Benefit plan'. At the top of the main content area, there are buttons for 'Menu', 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', and 'Get Variant...'. A red arrow points to the 'Execute' button, and a callout box labeled 'Current report' points to the 'Today' radio button.

Click “Execute”

Note: This is what the generated report should look like. If you scroll down, you will find Optional and Dependent coverage information with the proper plans and premiums. This example of the report reflects columns that are hidden. If you choose to hide columns after the report has generated, right click on the column you wish to hide and click “Hide” and that column should disappear from view.

[illegible]

The columns that will be **useful** are: Benefit Plan Text (Plan types: Basic, Optional and Dependent); Pers. No.; Name; ID Number (Social Security Number); G (Gender); Entry; Part.date (Participation Date); Insurance Option Text (Coverage Volume); EE Cost; ER Credit; Ins. Coverage; and Birth date.

Click "Back" to return to Insurance Plan Costs report screen

To run a report for **future elections**, under the “Key date field, select “Other key date”

Enter the date for which you are gathering election data in the “Key date” field

Note: Only use the “Personnel number” field if you need information for a particular Employee. Otherwise, this step will obtain a complete listing of your Employees.

HRBEN0074 - Insurance Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisepq.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search More >>

Sign In

HRBEN0074 - Insurance Plan Costs - SAP NetWeaver ...

Welcome, Jacqueline Beach - Department of Employee Insurance (55794) Help Log off

Employee Self-Service Insurance Coordinator NCP1 Image Connect Worklist

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs**
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History
 - ZBNR010 - Display FSA YTD Deductions
 - ZBNR013 - Dependent Search By SSN
 - ZBNR015 - Daily Enrollment Count Report

Insurance Plan Costs

Menu Save as Variant... Back Exit Cancel System Execute Get Variant...

Further selections Search helps Org. structure

Key date

☐ Today

☒ Other keydate

Key Date 01/30/2012

Enter future date that you want to view

Selection

Personnel Number

Additional selection

Benefit area 01

1st Program Grouping to

2nd Program Grouping to

Benefit plan to

ECQ (400)

Trusted sites 100%

Click "Execute"

HRBEN0074 - Insurance Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisepq.ky.gov/irj/portal

File Edit View Favorites Tools Help

Google Search

Sign In

HRBEN0074 - Insurance Plan Costs - SAP NetWeaver ...

Welcome, Jacqueline Beach - Department of Employee Insurance (55794)

Employee Self-Service Insurance Coordinator NCP1 Image Connect Worklist

Welcome

Insurance Plan Costs

Menu Save as Variant... Back Exit Cancel System **Execute** Get Variant...

Further selections Search helps Org. structure

Key date

☐ Today

☒ Other keydate

Key Date 01/30/2012

Selection

Personnel Number

Additional selection

Benefit area 01

1st Program Grouping to

2nd Program Grouping to

Benefit plan to

ECQ (400)

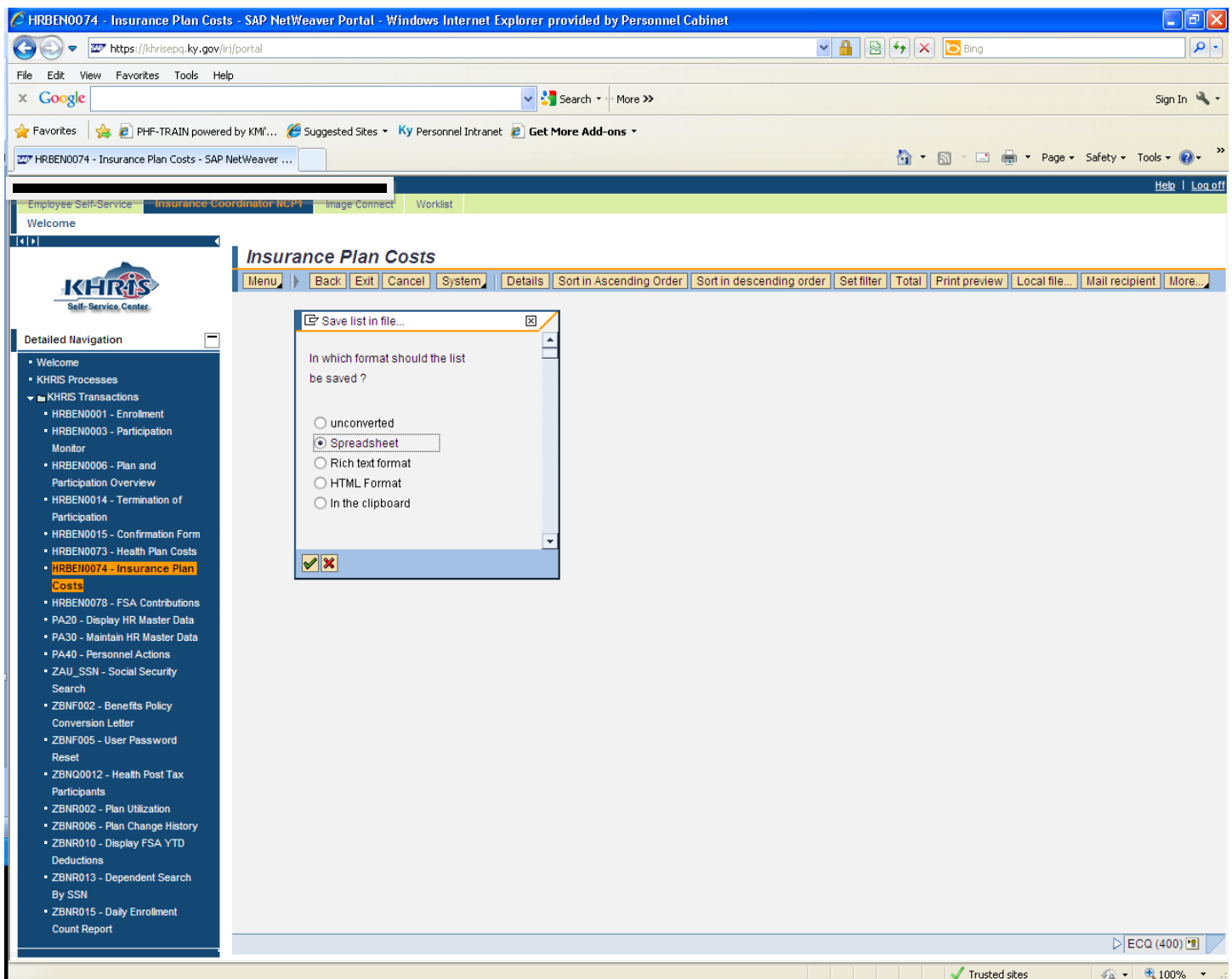
Trusted sites 100%

Note: This screen shows what the report will look like with a future date. A list of your Employees along with life insurance benefit plan data will appear.

[illegible]

To print report, click "Local file"

Click “Spreadsheet”



Click ✓

Click on “Drop down box”

The screenshot shows a web browser window displaying the KHRIS Self-Service Center. The browser's address bar shows the URL <https://khrisepq.ky.gov/irj/portal>. The page title is "HRBEN0074 - Insurance Plan Costs - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet".

The page has a navigation menu on the left with the following items:

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs**
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History
 - ZBNR010 - Display FSA YTD

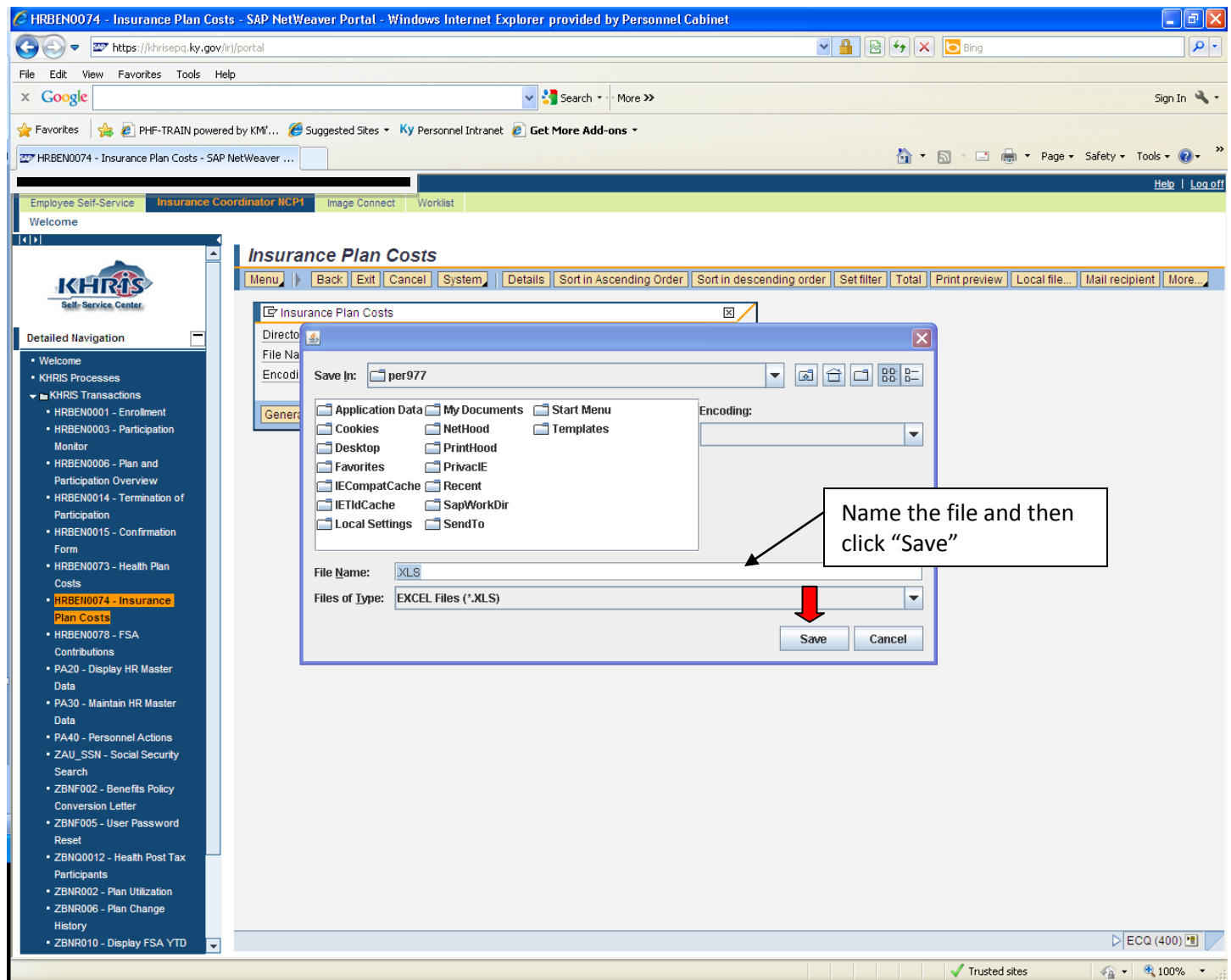
The main content area is titled "Insurance Plan Costs". It contains a form with the following fields:

- Directory: C:\Documents and Settings\per977\
- File Name: XLS
- Encoding:

Below the form are buttons: Generate, Replace, Extend, and a close button (X). A callout box with the text "Use drop down box" points to the Directory field.

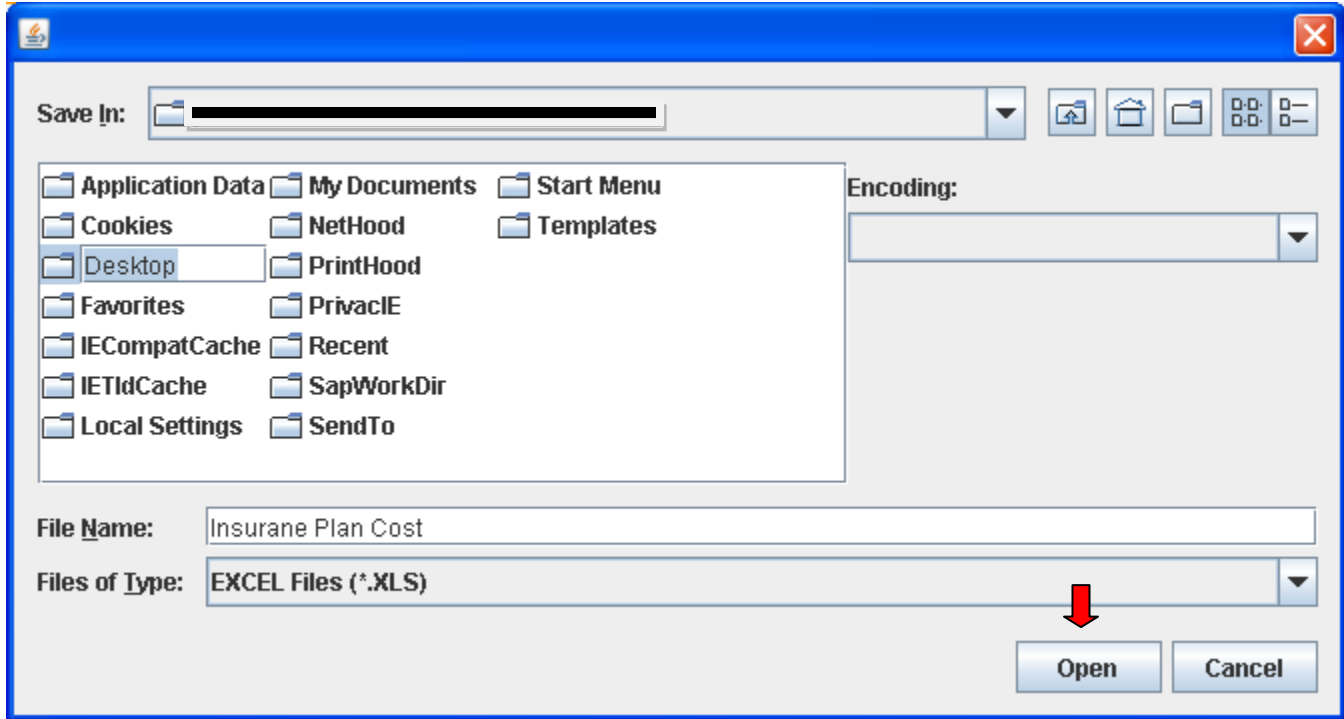
The bottom of the page shows a status bar with "ECQ (400)" and a "Trusted sites" indicator.

This box will appear allowing you to name and save your report to your local directory



Click "Save"

The below screen example, the file is named Insurance Plan Cost and is being saved to desktop (or can save to My documents-your choice)



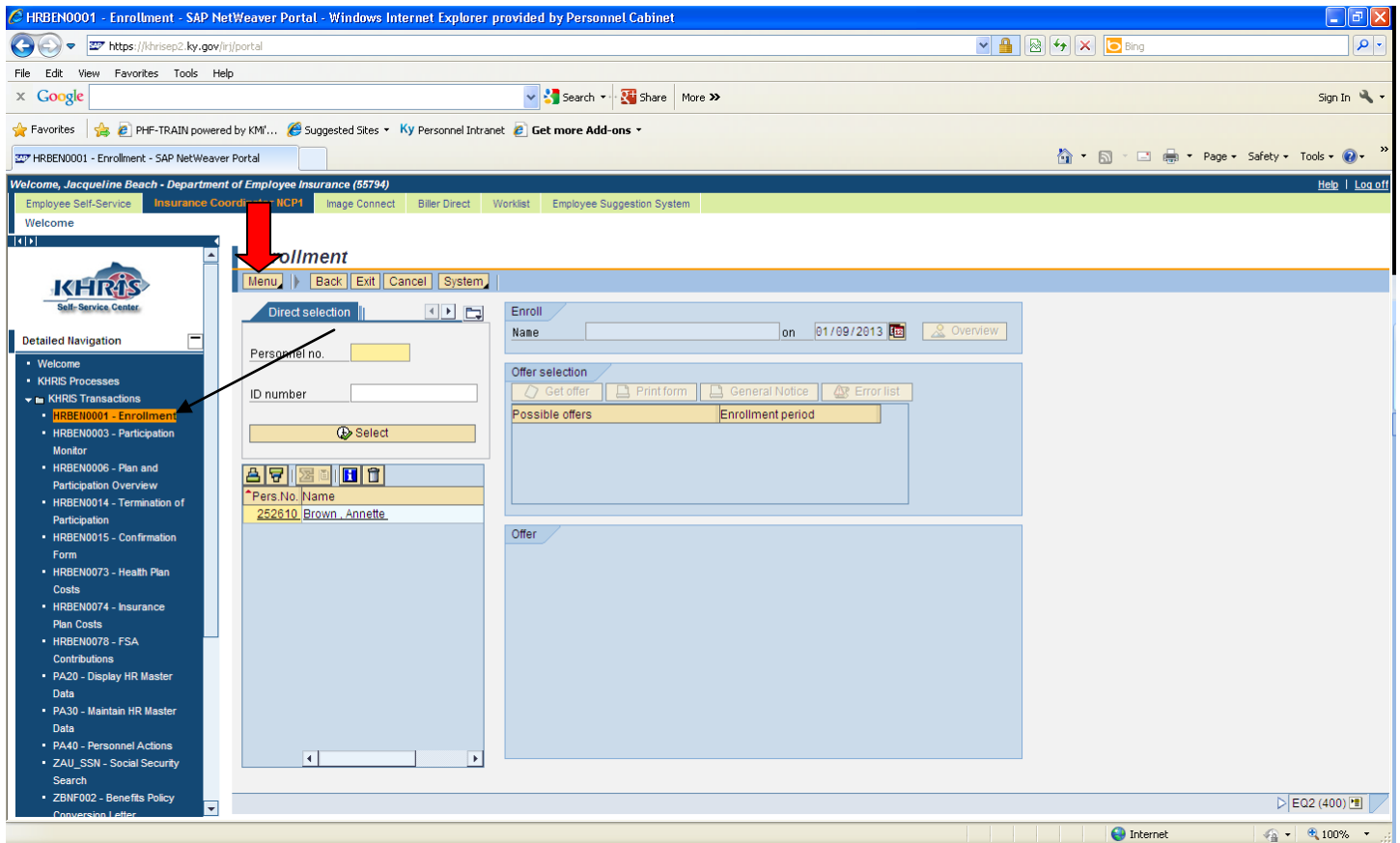
Click “Open”

Note: This will allow you to open the excel report and allow printing.

Transaction Complete

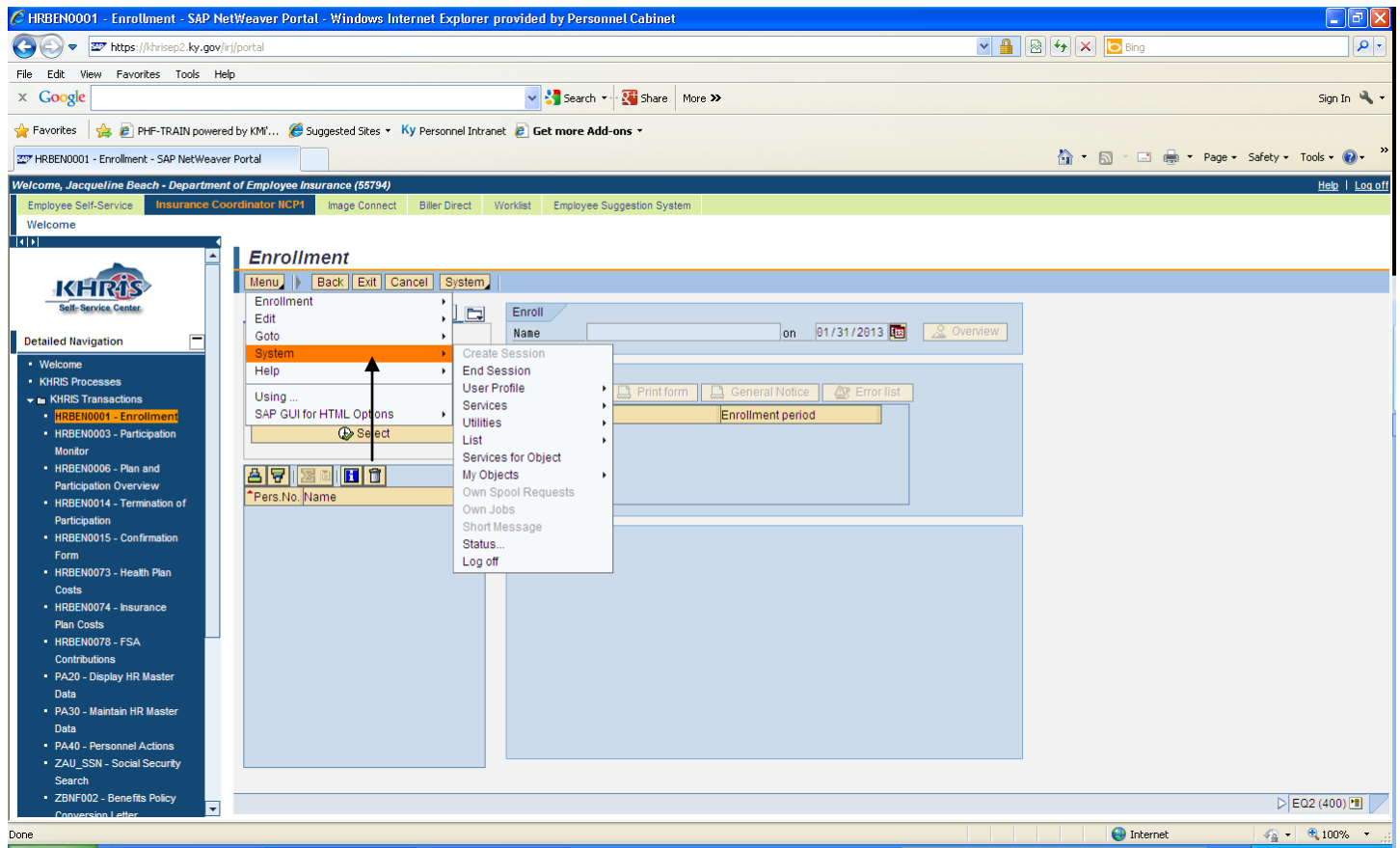
How to run a Smoker Status Report

Step 1: HRBEN00001” (select from menu on left)



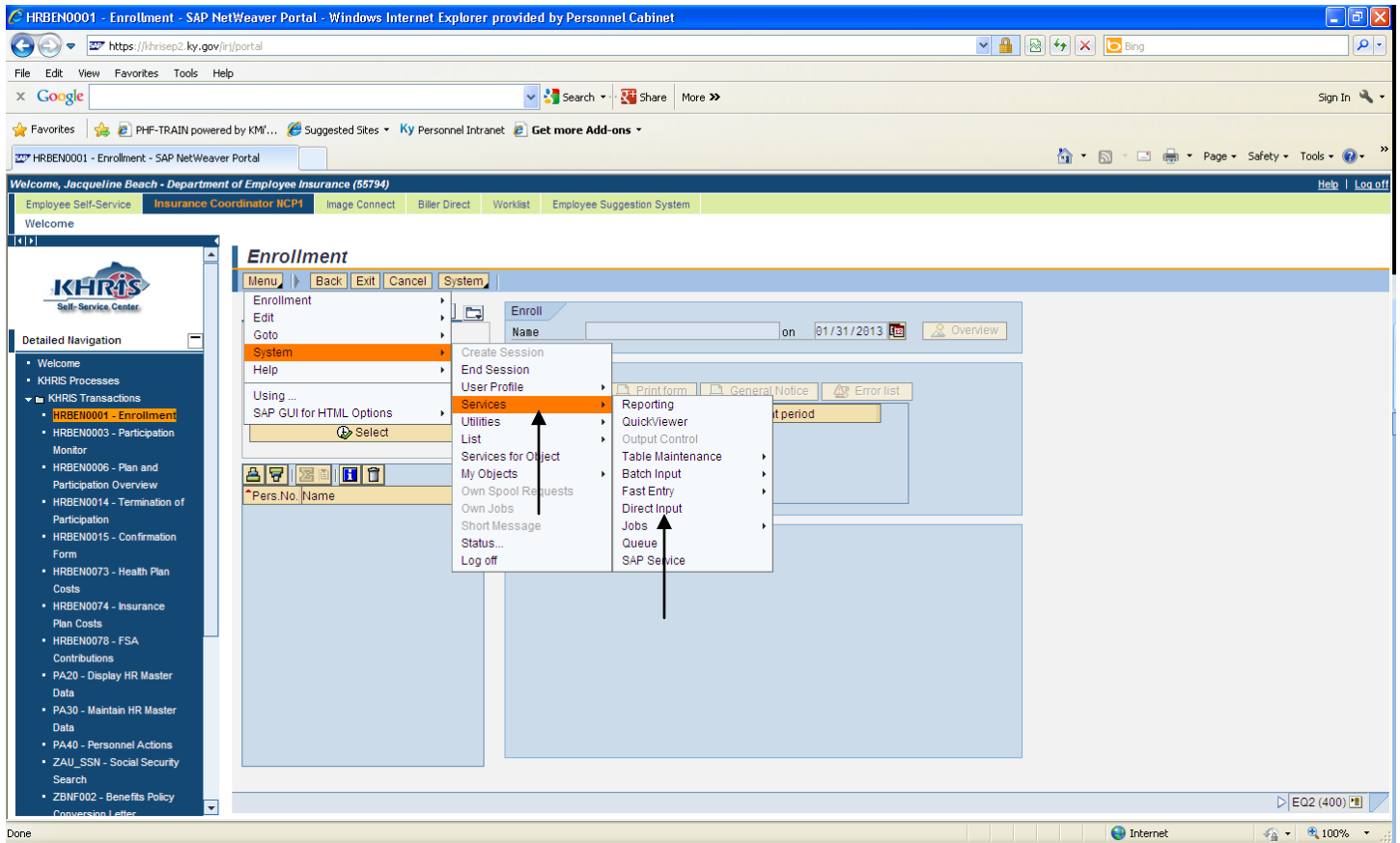
Click on "Menu"

Go to “System”

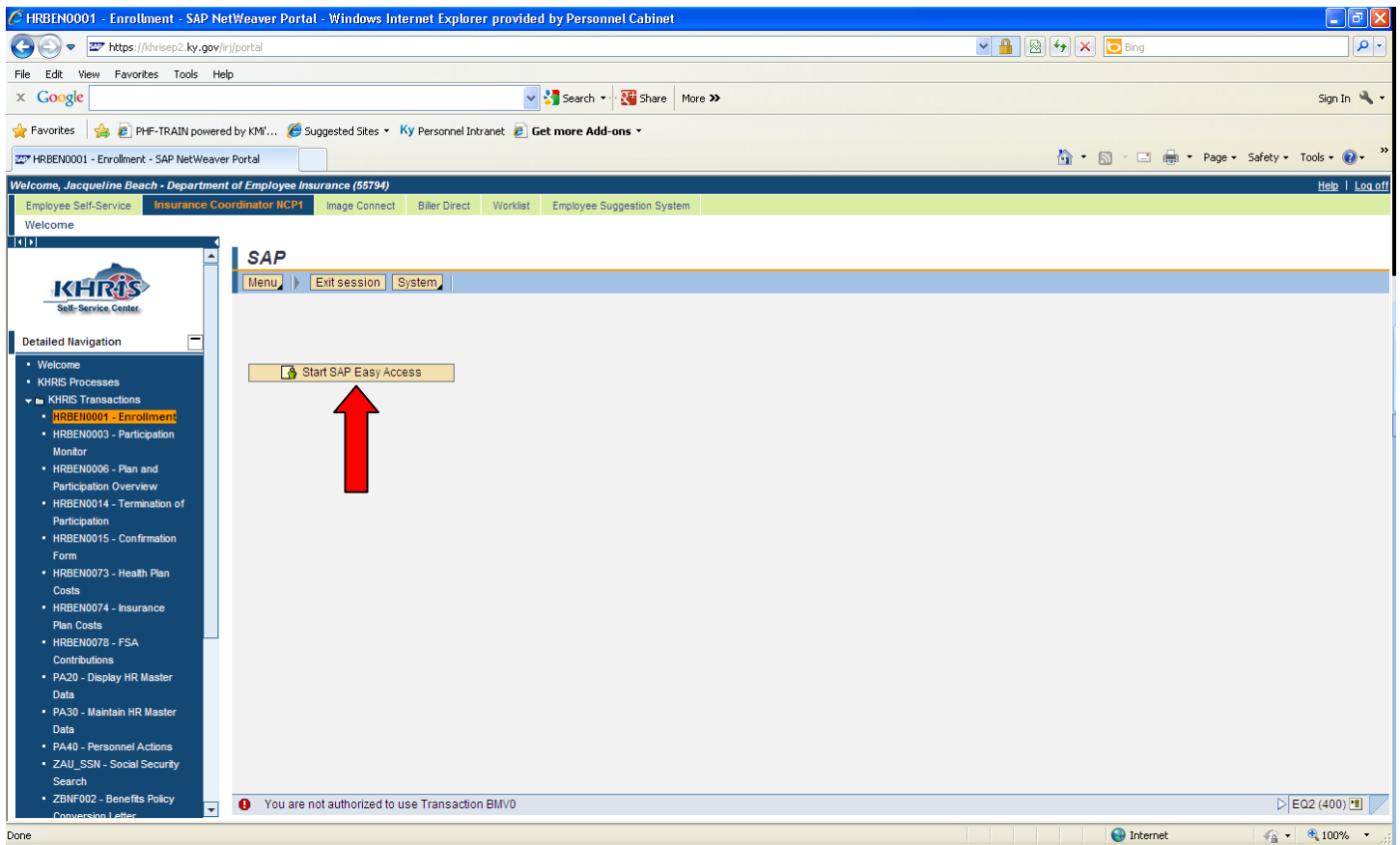



Go to “Services”

Go to “Direct Input”



Select “Start SAP Easy Access”



Click the arrow  beside the “Benefits Administrator Folder”



The screenshot shows the KHRIS SAP NetWeaver Portal interface. The browser window title is "HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnet Cabinet". The address bar shows "https://khrisep2.ky.gov/irj/portal". The page header includes "Welcome, Jacqueline Beach - Department of Employee Insurance (55794)". The main content area is titled "SAP Easy Access - User Menu For Jacqueline Beach". On the left, there is a "Detailed Navigation" sidebar with a tree view showing the hierarchy: Welcome, KHRIS Processes, KHRIS Transactions, HRBEN0001 - Enrollment, HRBEN0003 - Participation Monitor, HRBEN0006 - Plan and Participation Overview, HRBEN0014 - Termination of Participation, HRBEN0015 - Confirmation Form, HRBEN0073 - Health Plan Costs, HRBEN0074 - Insurance Plan Costs, HRBEN0078 - FSA Contributions, PA20 - Display HR Master Data, PA30 - Maintain HR Master Data, PA40 - Personnel Actions, ZAU_SSN - Social Security Search, and ZBNF002 - Benefits Policy Conversion Letter. The main menu lists various transactions, including VAH1 - Display Invoicing Items, VVSCHS1 - SLV List for Payment Plan Change, VVSCHS2 - List for Scheduling Item Change, VYCOV004 - Create Insurance Invoices, ZBAR002 - Address By Location report, ZBAR009 - Diary Report, ZBAR010_OSBD_REPORT - OSBD Report, ZBAR012_PREM_BILLED - Premium Billed Report, ZBAR014_ARREARS_REP - Premiums Arrears Report, ZBNC0018 - HCM BNA Validation Download - DFKKOP, ZBNI002_AARS - AARS, ZBNR022 - Duplicate Origin Report, ZCD000_IBRUUPLOAD - Upload Broker Report, ZCD000_IBRDOWNLOAD - Download Broker Report, ZCD000_CLEAR_INFO - Forward Clearing Information (KHRIS), ZCD000_ENROLLMENT - Enrollment: Create FS-CD Master Data, ZCD000_PREMTRANS - Transfer Benefit Premium (HCM->FSCD), ZCD000_EXTCHECKNO - External Check Number Assignment, ZCD_BD_COUPON - View Biller Direct PDF Coupon, ZCD000_ACCTSUMREP - FS-CD Accounting Summary Report, ZCD000_CHECKUPLOAD - Upload for External Check Number, ZCDR_PA0105_BP_AUDIT - HCM to FSCD BP Compare Report, ZCDT_CLEAR_INFO_RPT - Clear Info Report, and Benefits Administrator. The 'Benefits Administrator' folder is highlighted at the bottom of the list, and an arrow points to it from below the screenshot.

Scroll down and click on “ZBNQ0018-Smoker Status”

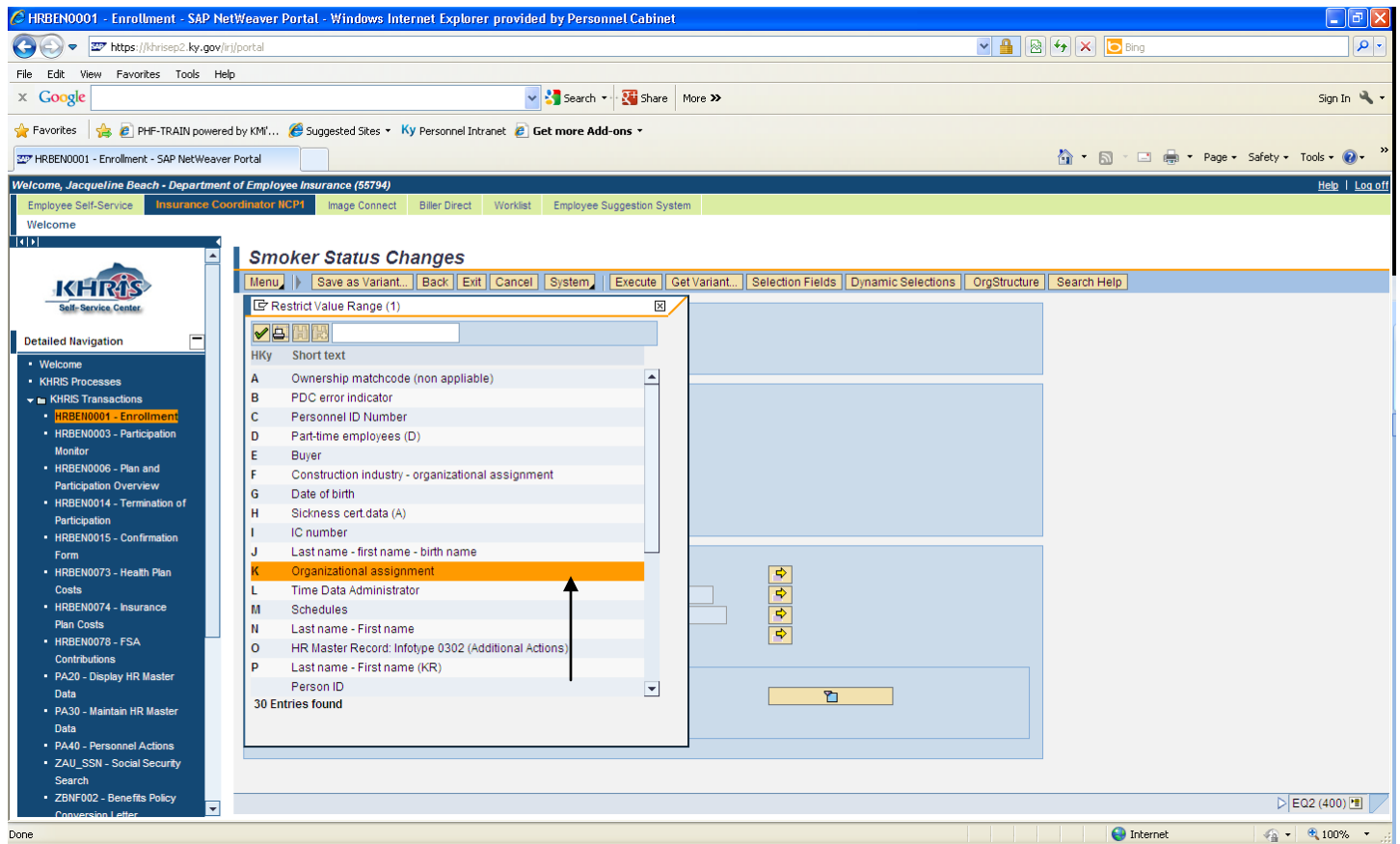


Under “Period”, click on the drop down box and select which period you want to run your report

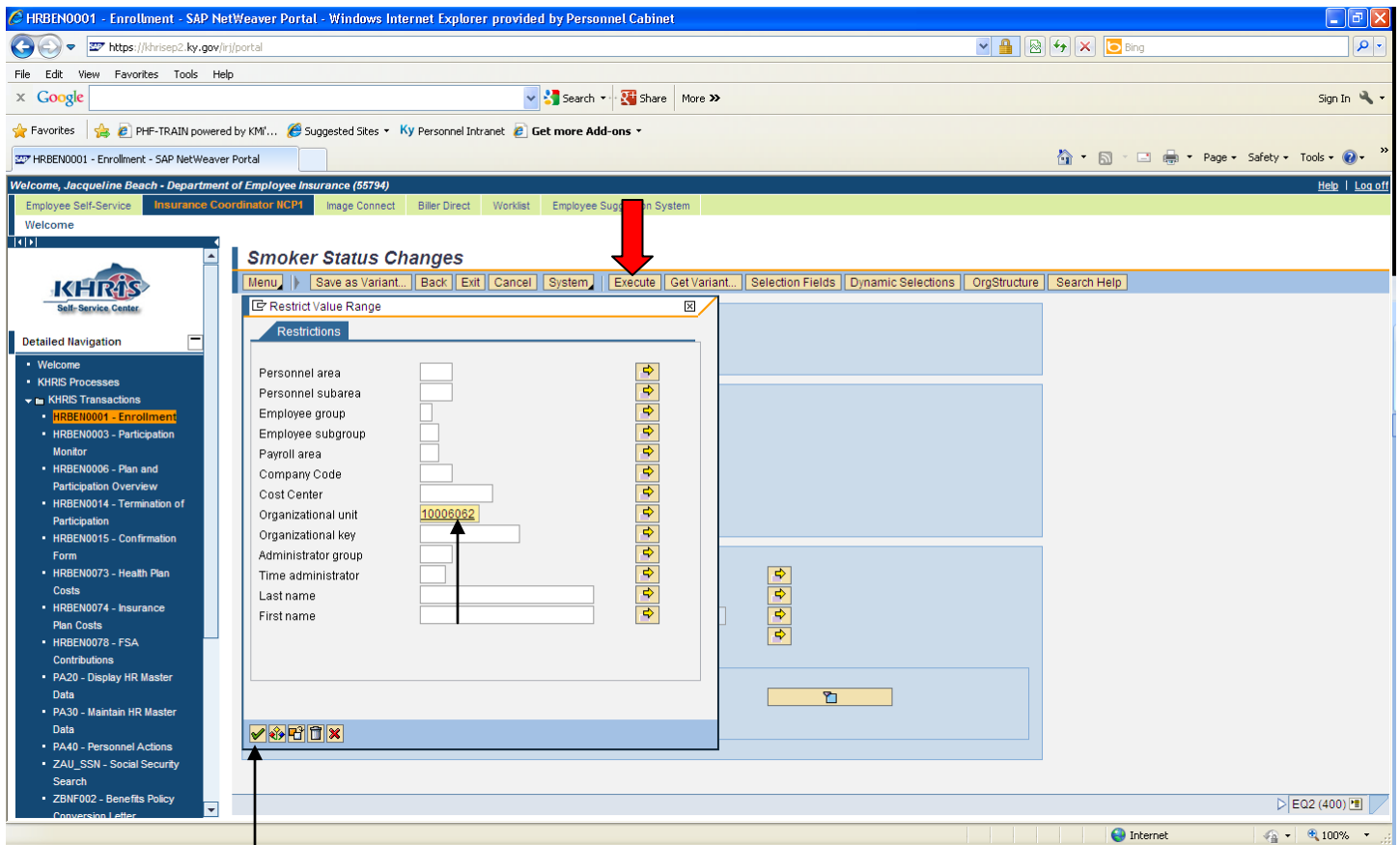
Click on “Search Help”

The screenshot shows the SAP NetWeaver Portal interface for the HRBEN0001 - Enrollment module. The page title is "Smoker Status Changes". The interface includes a top menu bar with buttons like "Menu", "Save as Variant...", "Back", "Exit", "Cancel", "System", "Execute", "Get Variant...", "Selection Fields", "Dynamic Selections", "OrgStructure", and "Search Help". A red arrow points to the "Search Help" button. Below the menu bar, there is a "Period" section with a "Reporting Period" dropdown menu set to "Today". A black arrow points to this dropdown. The "Selection Criteria" section includes fields for "Personnel Number", "Employment Status", "Personnel area", "Personnel subarea", "Employee group", and "Employee subgroup", each with a search icon. The "Program selections" section includes fields for "Benefit plan", "Changed On", "Changed By", and "Benefit smoker indicator", each with a search icon. The "Output format" section has a radio button for "SAP List Viewer". The left sidebar shows a "Detailed Navigation" menu with various HR processes and transactions. The bottom status bar shows "Done" and "Internet" connection.

Select “K Organizational assignment”



Enter Organizational Unit number



Click ✓

Click "Execute"

HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://khrisep2.ky.gov/irj/portal

Welcome, Jacqueline Beach - Department of Employee Insurance (55794)

Employee Self-Service Insurance Coordinator MCP1 Image Connect Biller Direct Worklist Employee Suggestion System

Welcome

Smoker Status Changes

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in descending order Set filter Print preview Local file... Mail recipient Graphic Change layout... More...

Pers No.	Org unit	Organizational Unit	Last name	First name	Plan	Benefit plan	Smoker Status	Chngd on	Changed By
	10006062	Franklin County Bd of Ed			A607	CW Optimum PPO Sec		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A504	CW Maximum Choice		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed						03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A506	Waive Coverage without HRA		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A503	CW Optimum PPO		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A503	CW Optimum PPO		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A501	CW Standard PPO	X	03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed						03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A502	CW Capitol Choice		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A503	CW Optimum PPO		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A604	CW Maximum Choice Prime		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A502	CW Capitol Choice		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed						07/21/2011	BATCH_BN
	10006062	Franklin County Bd of Ed			A505	Waive Coverage with HRA		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed						03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A503	CW Optimum PPO		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A504	CW Maximum Choice		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A503	CW Optimum PPO		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A502	CW Capitol Choice		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A503	CW Optimum PPO		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A503	CW Optimum PPO		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A607	CW Optimum PPO Sec		03/25/2011	CONVADM_F
	10006062	Franklin County Bd of Ed			A505	Waive Coverage with HRA		03/25/2011	CONVADM_F

Page 1 of 2

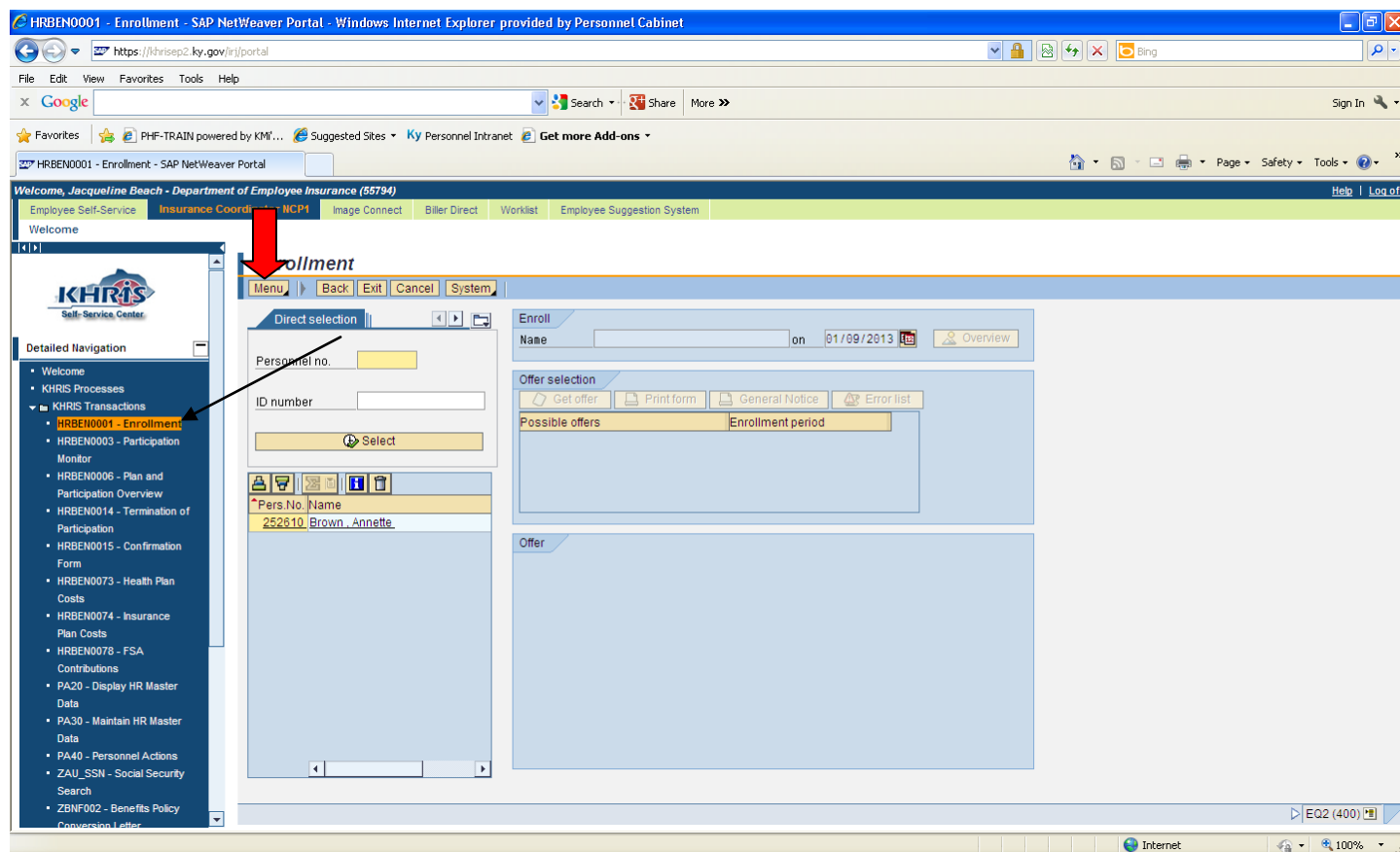
EQ2 (400)

This generated report will list all members and has a **X** by those with smoker status.

Transaction Complete

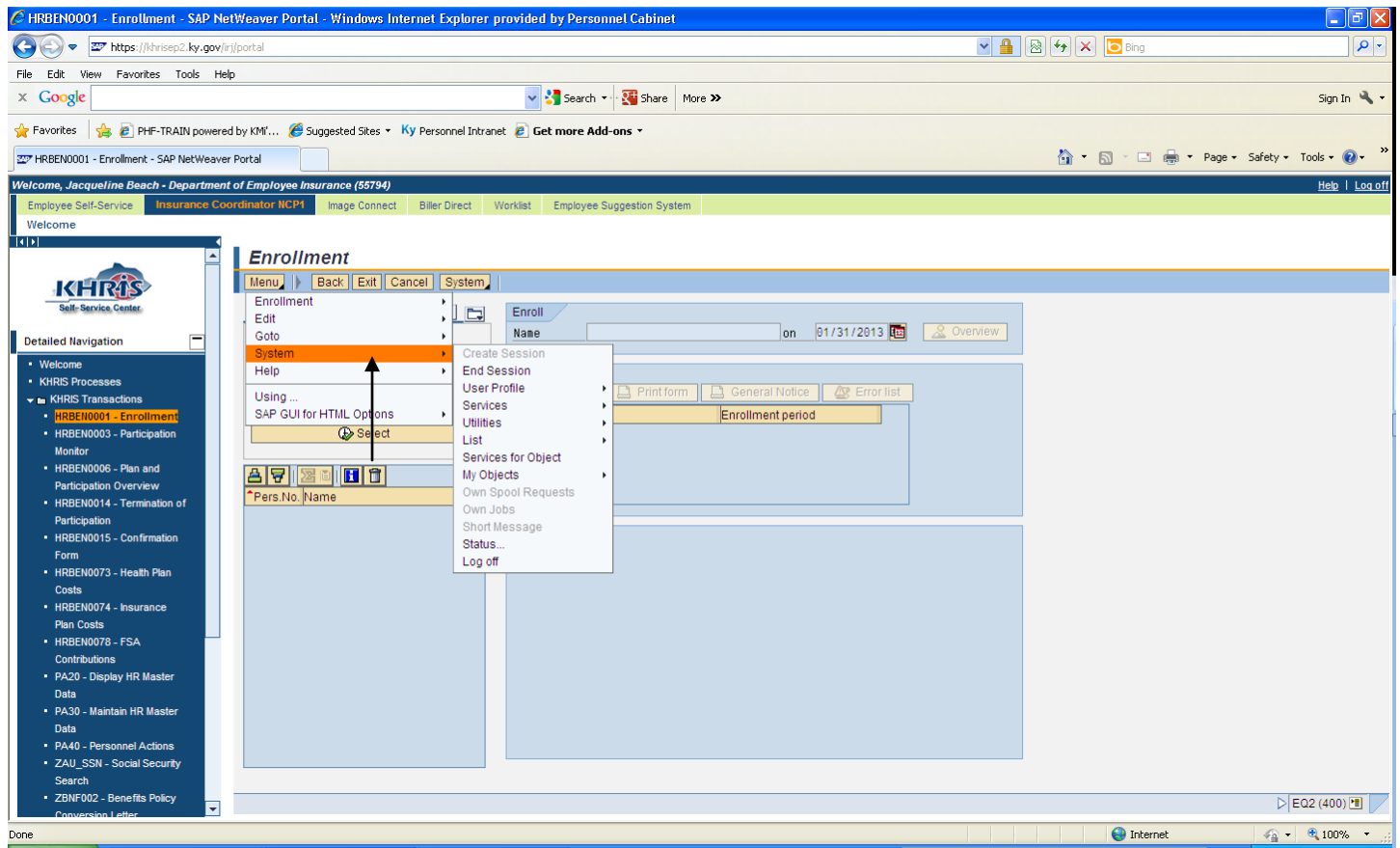
Health Post Tax Participants Report

Step 1: HRBEN00001” (select from menu on left)



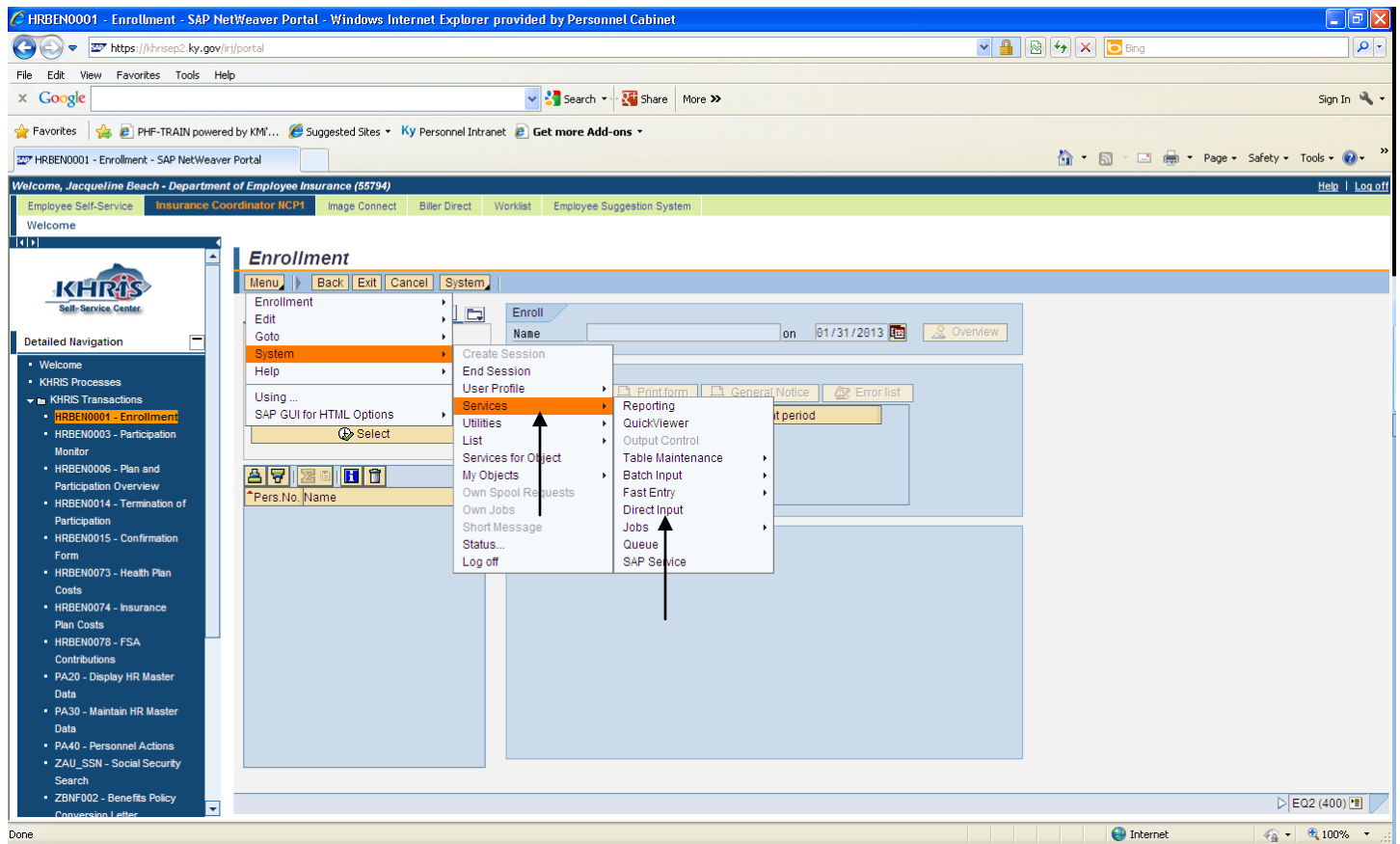
Click on “Menu”

Go to “System”

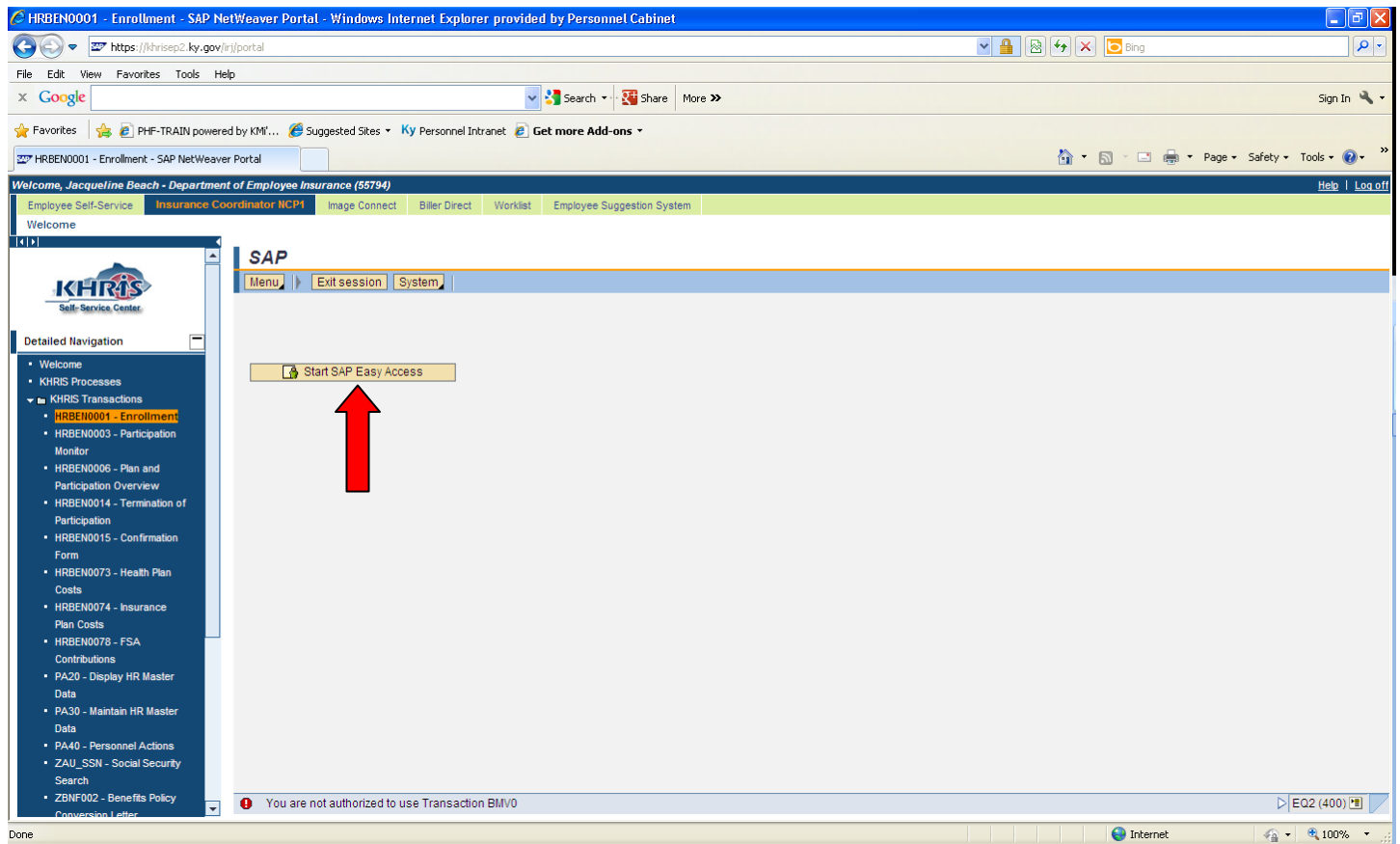



Go to “Services”

Go to “Direct Input”



Select “Start SAP Easy Access”



Click the arrow  beside the “Benefits Administrator Folder”



The screenshot displays the KHRIS SAP Easy Access - User Menu for Jacqueline Beach. The interface includes a top navigation bar with links like 'Employee Self-Service', 'Insurance Coordinator MCP1', 'Image Connect', 'Biller Direct', 'Worklist', and 'Employee Suggestion System'. A detailed navigation pane on the left lists various KHRIS processes and transactions, with 'HRBEN0001 - Enrollment' highlighted. The main content area shows a list of menu items, including 'VAH1 - Display Invoicing Items', 'VVSCHS1 - SLV List for Payment Plan Change', 'VVSCHS2 - List for Scheduling Item Change', 'VYCOV004 - Create Insurance Invoices', 'ZBAR002 - Address By Location report', 'ZBAR009 - Diary Report', 'ZBAR010_OSBD_REPORT - OSBD Report', 'ZBAR012_PREM_BILLED - Premium Billed Report', 'ZBAR014_ARREARS_REP - Premiums Arrears Report', 'ZBNC0018 - HCM BNA Validation Download - DFKKOP', 'ZBNI002_AARS - AARS', 'ZBNR022 - Duplicate Origin Report', 'ZCD000_IBRUPLD - Upload Broker Report', 'ZCD000_IBRDOWN - Download Broker Report', 'ZCD000_CLEAR_INFO - Forward Clearing Information (KHRIS)', 'ZCD000_ENROLLMENT - Enrollment: Create FS-CD Master Data', 'ZCD000_PREMTRANS - Transfer Benefit Premium (HCM->FSCD)', 'ZCD000_EXTCHECKNO - External Check Number Assignment', 'ZCD_BD_COUPON - View Biller Direct PDF Coupon', 'ZCD000_ACCTSUMREP - FS-CD Accounting Summary Report', 'ZCD000_CHECKUPLOD - Upload for External Check Number', 'ZCD_BD_COUPON - View Biller Direct PDF Coupon', 'ZCD_PLANS_OUT_OF_SEQ - Benefit Plan Sequence Exception Repo', 'ZCDR_PA0105_BP_AUDIT - HCM to FSCD BP Compare Report', 'ZCDT_CLEAR_INFO_RPT - Clear Info Report', and 'Benefits Administrator'. An arrow points to the 'Benefits Administrator' folder at the bottom of the list. The right side of the screen features a large graphic with the KHRIS logo and the text 'Kentucky Human Resource Information System Connecting the Commonwealth'.

Scroll down and click on “ZBNQ0012- Hlth Post Tax Participants”

The screenshot shows a web browser window displaying the KHRIS SAP Easy Access - User Menu for Jacqueline Beach. The browser's address bar shows the URL: <https://hrisep2.ky.gov/irj/servlet/prt/portal/prttarget/uidwlogon/prt/eventname/performChangePassword/prtroot/com.sap.portal.navigation.portalau...>. The browser's title bar reads "HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet".

The page header includes a welcome message: "Welcome, Jacqueline Beach - Department of Employee Insurance (55794)". Below this, there are navigation tabs: "Employee Self-Service", "Insurance Coordinator MCP", "Image Connect", "Billar Direct", "Worklist", and "Employee Suggestion System".

The main content area is titled "SAP Easy Access - User Menu For Jacqueline Beach". It features a "Menu" tab and a list of transactions. The transaction "ZBNQ0012 - Hlth Post Tax Participants" is highlighted with a blue bar and an arrow pointing to it. Other transactions listed include HRBEN0087 - Benefit Election Analysis, HRBEN0089 - Enrollment Statistics, HRBEN004DJRSN - Create adjustment reasons, P000_M10_DEP - Benefits dependents list, PA10 - Personnel File, PA20 - Display HR Master Data, PA30 - Maintain HR Master Data, PA40 - Personnel Actions, PA41 - Change Entry/Leaving Date, PPOSE - Display organization and Staffing, SBWP - SAP Business Workplace, ZAU_SSN - Social Security Search Help, ZBNF002 - Benefits Policy Conversion Letter, ZBNF004 - Life Certificate of Coverage, ZBNQ0001 - Hlth Over 65, ZBNQ0005 - Dual Employment, ZBNQ0006 - Hlth BOE Termed Partic, ZBNQ0010 - Hlth Over 65 - New Participants, ZBNQ0018 - Smoker Status, ZBNQ0015 - Optional Life Salary Change, ZBNQ0016 - Optional Life Zero Salary/Coverage, ZBNQ0017 - Infotype Validation, ZBNQ0019 - Location Changes, ZBNQ0020 - Status Changes, ZBNQ0023 - Health CW vs Non-CW Plan Compare, ZBNQ0024 - Insurance CW vs Non-CW Plan Compare, ZBNQ0025 - FSA CW vs Non-CW Plan Compare, ZBNQ0026 - Gender Discrepancy Report, ZBNR002 - Plan Utilization Report, ZBNR003 - Age Distribution, ZBNR004 - Carrier Premium Report, ZBNR006 - Plan Change History Report, and ZBNR007 - Audit Report.

The KHRIS logo is prominently displayed on the right side of the page, with the tagline "Connecting the Commonwealth" below it. The logo consists of the letters "KHRIS" in a stylized font, with a graphic of three people in a circle to the right.

The bottom of the page shows the browser's status bar with the text "Internet" and a zoom level of "100%".

Under “Period”, click on the drop down box and select which period you want to run your report

Click on “More”

The screenshot shows the SAP NetWeaver Portal interface for the 'Health Post Tax Participants' report. The browser window title is 'HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet'. The URL is 'https://khrisep2.ky.gov/irj/servlet/prt/portal/prttarget/uidpwwlogin/prteventname/performChangePassword/prtroot/com.sap.portal.navigation.portallaun'. The page header includes 'Welcome, Jacqueline Beach - Department of Employee Insurance (55794)' and a 'Log off' link. The main navigation bar contains buttons: 'Menu', 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Get Variant...', 'All Selections', 'Selection Fields', 'Dynamic Selections', 'OrgStructure', and 'More...'. A red arrow points to the 'More...' button. The 'Period' section shows 'Reporting Period' set to 'Today'. The 'Selection Criteria' section includes fields for 'Personnel Number', 'Employment Status', 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', and 'Organizational unit'. The 'Program selections' section shows 'Agency Number' set to 'A005' and 'Benefit plan' set to 'A005'. The 'Output format' section shows 'SAP List Viewer' selected.

Note: “A005” defaults into the Benefit plan “field”. Please leave this default and do not change any other “fields”.

Click “Search Help”

HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisep2.ky.gov/ir/servlet/prt/portal/prttarget/juidpwlgon/prteventname/performChangePassword/prtroot/com.sap.portal.navigation.portallaun

File Edit View Favorites Tools Help

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HRBEN0001 - Enrollment - SAP NetWeaver Portal

Welcome, Jacqueline Beach - Department of Employee Insurance (55794) Help Log off

Employee Self-Service Insurance Coordinator NCP1 Image Connect Biller Direct Worklist Employee Suggestion System

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
- KHRIS Processes
- KHRIS Transactions
 - HRBEN0001 - Enrollment**
 - HRBEN0003 - Participation Monitor
 - HRBEN0006 - Plan and Participation Overview
 - HRBEN0014 - Termination of Participation
 - HRBEN0015 - Confirmation Form
 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
 - HRBEN0078 - FSA Contributions
 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
 - PA40 - Personnel Actions
 - ZAU_SSN - Social Security Search
 - ZBNF002 - Benefits Policy Conversion Letter
 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History
 - ZBNR010 - Display FSA YTD Deductions
 - ZBNR013 - Dependent Search By SSN
 - ZBNR015 - Daily Enrollment Count Report

Health Post Tax Participants

Menu Save as Variant Back Exit Cancel System Execute Get Variant... All Selections Selection Fields Dynamic Selections OrgStructure More...

Period
Reporting Period Today

Selection Criteria

Personnel Number			
Employment Status			
Personnel area			
Personnel subarea			
Employee group			
Employee subgroup			
Organizational unit			

Program selections

Agency Number		to	
Benefit plan	A005	to	

Output format

☒ SAP List Viewer

Execute F8
Get Variant... Shift+F5
All Selections Shift+F7
Selection Fields Ctrl+F2
Dynamic Selections Ctrl+F3
OrgStructure Ctrl+F4
Search Help Ctrl+F5

EQ2 (400)

Internet 100%

Select “K Organizational assignment”

The screenshot displays the SAP NetWeaver Portal interface. The browser window title is "HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The address bar shows the URL: "https://hrisep2.ky.gov/irj/servlet/prt/portal/prttarget/juidpwwlogin/prteventname/performChangePassword/prtroot/com.sap.portal.navigation.portallaun". The page header includes "Welcome, Jacqueline Beach - Department of Employee Insurance (55794)" and navigation links for "Employee Self-Service", "Insurance Coordinator NCP1", "Image Connect", "Biller Direct", "Worklist", and "Employee Suggestion System".

The main content area is titled "Health Post Tax Participants". A "Restrict Value Range (1)" dialog box is open, showing a list of options. The option "K Organizational assignment" is highlighted, and an arrow points to it. The list includes the following options:

- HKY Short text
- A Ownership matchcode (non applicable)
- B PDC error indicator
- C Personnel ID Number
- D Part-time employees (D)
- E Buyer
- F Construction industry - organizational assignment
- G Date of birth
- H Sickness cert.data (A)
- I IC number
- J Last name - first name - birth name
- K Organizational assignment**
- L Time Data Administrator
- M Schedules
- N Last name - First name
- O HR Master Record: Infotype 0302 (Additional Actions)
- P Last name - First name (KR)
- Person ID
- Q Constituent Services Number (NL)
- R Employee's application number
- S Personnel numbers with trip data by organiz. assignment
- T Personnel numbers with trip data
- U System user name
- V Person in charge of sales
- W Payroll correction run

The dialog box also indicates "30 Entries found". The bottom of the page shows the status bar with "EQ2 (400)" and "Internet" connection.

Enter Organizational Unit number

The screenshot shows a web browser window displaying the SAP NetWeaver Portal. The page title is "HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The URL is "https://hrisep2.ky.gov/irj/servlet/prt/portal/prttarget/uidwlogon/prteventname/performChangePassword/prtroot/com.sap.portal.navigation.portallaun". The page features a navigation menu on the left with options like "Welcome, Jacqueline Beach - Department of Employee Insurance (55734)", "Employee Self-Service", "Insurance Coordinator MCP1", "Image Connect", "Billar Direct", "Worklist", "Employee Support", and "System". The main content area is titled "Health Post Tax Participants" and includes a "Restrictions" dialog box. The dialog box has a "Restrictions" tab and a list of fields: "Personnel area", "Personnel subarea", "Employee group", "Employee subgroup", "Payroll area", "Company Code", "Cost Center", "Organizational unit", "Organizational key", "Administrator group", "Time administrator", "Last name", and "First name". The "Organizational unit" field is highlighted with a black arrow and contains the value "10006062". A red arrow points to the "Execute" button in the top menu bar. The bottom status bar shows "Done" and "Internet".

Click 

Click "Execute"

HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrisep2.ky.gov/irj/servlet/prt/portal/prttarget/udpwlogon/prtventname/performChangePassword/prtroot/com.sap.portal.navigation.portallaun

File Edit View Favorites Tools Help

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HRBEN0001 - Enrollment - SAP NetWeaver Portal

Welcome, Jacqueline Beach - Department of Employee Insurance (55734) Help Log off

Employee Self-Service Insurance Coordinator MCP1 Image Connect Biller Direct Worklist Employee Suggestion System

Welcome

KHRIS
Self-Service Center

Detailed Navigation

- Welcome
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 - HRBEN0073 - Health Plan Costs
 - HRBEN0074 - Insurance Plan Costs
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 - PA20 - Display HR Master Data
 - PA30 - Maintain HR Master Data
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 - ZBNF005 - User Password Reset
 - ZBNQ0012 - Health Post Tax Participants
 - ZBNR002 - Plan Utilization
 - ZBNR006 - Plan Change History
 - ZBNR010 - Display FSA YTD Deductions
 - ZBNR013 - Dependent Search By SSN
 - ZBNR015 - Daily Enrollment Count Report

Health Post Tax Participants

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in descending order Set filter Print preview Local file... Mail recipient More

Agency Code	Agency Name	Org. unit	Personnel Number	SSN	First name	Last name	Plan	Benefit plan
00181	Franklin County Bd of Ed	10006062					503	CW Optimum PPO
00181	Franklin County Bd of Ed	10006062					502	CW Capitol Choice
00181	Franklin County Bd of Ed	10006062					502	CW Capitol Choice

EQ2 (400)

Done Internet 100%

This generated report will only list members, that have a post tax plan.

Transaction Complete

Life Insurance Benefits Policy Letter Conversion

Step 1: ZBNF002 - Benefits Policy Conversion Letter (select from menu on left)

The screenshot displays the SAP NetWeaver Portal interface for the ZBNF002 - Benefits Policy Conversion Letter. The browser window title is "ZBNF002 - Benefits Policy Conversion Letter - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The address bar shows the URL "https://khrisepg.ky.gov/portal".

The interface includes a detailed navigation menu on the left side, which is expanded to show the "ZBNF002 - Benefits Policy Conversion Letter" option. The main content area is titled "Benefits Policy Conversion Letter" and contains a form with the following fields:

- Period:** Reporting Period (All)
- Selection Criteria:** Personnel Number, Employment Status, Personnel area, Personnel subarea, Employee group, Employee subgroup
- Insurance Coordinator Name:** (checkbox checked)
- Insurance Coordinator Title:** (checkbox checked)
- File Type:** Full File (radio selected), Delta File (radio unselected)

The bottom of the screen shows the status bar with "Trusted sites" and "100%" zoom level.

In the “Reporting Period” field, do not make any changes – it will state “All”

In the “Insurance Coordinator field”, enter your name

In the “Insurance Coordinator Title” field, enter your title

The screenshot shows the SAP NetWeaver Portal interface for the ZBNF002 - Benefits Policy Conversion Letter. The browser window title is "ZBNF002 - Benefits Policy Conversion Letter - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet". The URL is "https://khrispc.ky.gov/jportal". The page has a blue header bar with the title "ZBNF002 - Benefits Policy Conversion Letter - SAP NetWeaver Portal". Below the header is a navigation pane on the left with a "Detailed Navigation" section. The main content area is titled "Benefits Policy Conversion Letter" and contains a form with the following fields:

- Period: Reporting Period (All)
- Selection Criteria: Personnel Number, Employment Status, Personnel area, Personnel subarea, Employee group, Employee subgroup
- Insurance Coordinator Name: Jackie Beach
- Insurance Coordinator Title: Insurance Coordinator
- Full File / Delta File radio buttons

A callout box with the text "Enter Insurance Coordinator name and title" points to the Insurance Coordinator Name field.

Click on “Delta File”

The screenshot shows the SAP NetWeaver Portal interface for the 'Benefits Policy Conversion Letter' form. The form is titled 'Benefits Policy Conversion Letter' and has a menu bar with options like 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Sort Order', 'Selection Fields', 'Dynamic Selections', 'OrgStructure', and 'Search Help'. The form includes several sections: 'Period' with a 'Reporting Period' dropdown set to 'All'; 'Selection Criteria' with fields for 'Personnel Number', 'Employment Status', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup'; 'Insurance Coordinator' with fields for 'Name' and 'Address'; and 'Changed-On Date' with 'From' and 'To' date pickers. A red arrow points to the 'Delta File' radio button, and a callout box says 'Click "Delta File"'. Another callout box points to the date fields and says 'Enter Changed-On Date From and To'.

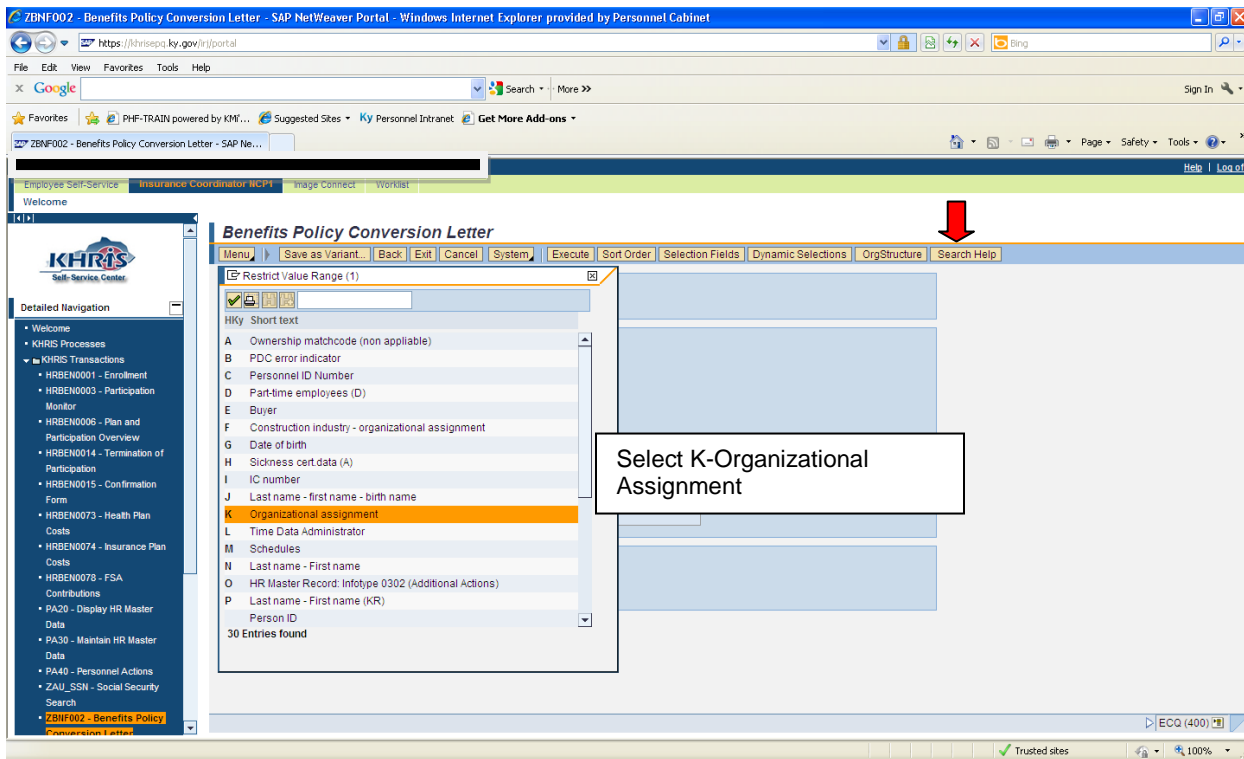
For example purposes:

In the “Changed –On Date From” field, enter 10/01/2011

In the “Changed –On Date To” field, enter 10/07/2011

Note: This process should take place **every Friday** of the week (example on **Friday 10/07/11** you are using **Changed-on Date From 10/01/2011** to **Changed-On Date To 10/07/2011**). This will pick up Employee (s) that has termed during the week. In turn, the conversion letter will be mailed in a timely manner. *****The Employee only has 31 days** to convert their conversion to an individual whole life plan.

Click “Search Help”



Select “K Organizational assignment”

Click ✓

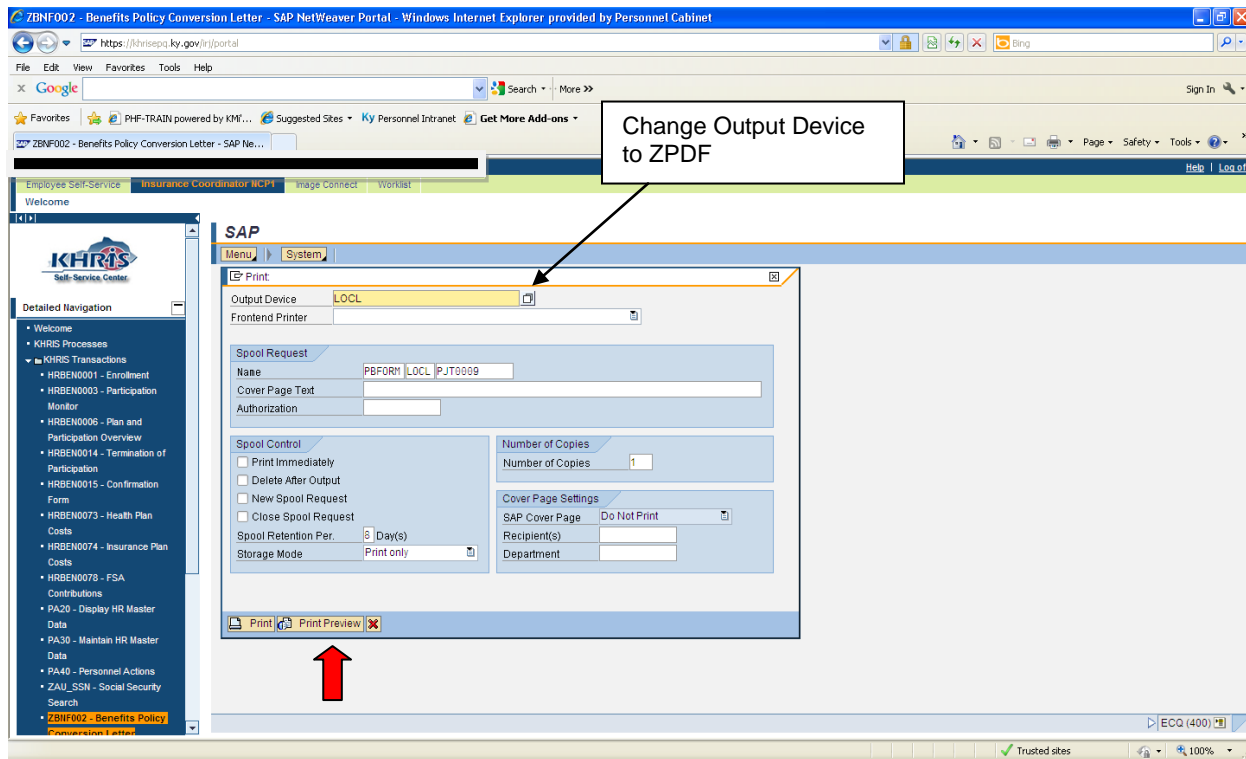
In “Organizational unit” field, put in your Agency’s organizational unit number or use drop down box

Click ✓

The screenshot displays the SAP NetWeaver Portal for ZBNF002 - Benefits Policy Conversion Letter. The interface includes a top menu bar with options like 'Menu', 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Sort Order', 'Selection Fields', 'Dynamic Selections', 'OrgStructure', and 'Search Help'. A 'Restrict Value Range' dialog box is open, showing a list of fields with checkboxes and dropdown arrows. The 'Organizational unit' field is highlighted with a black arrow. A red arrow points to the 'Execute' button in the top menu bar. The left sidebar shows a 'Detailed Navigation' menu with various HR processes and transactions.

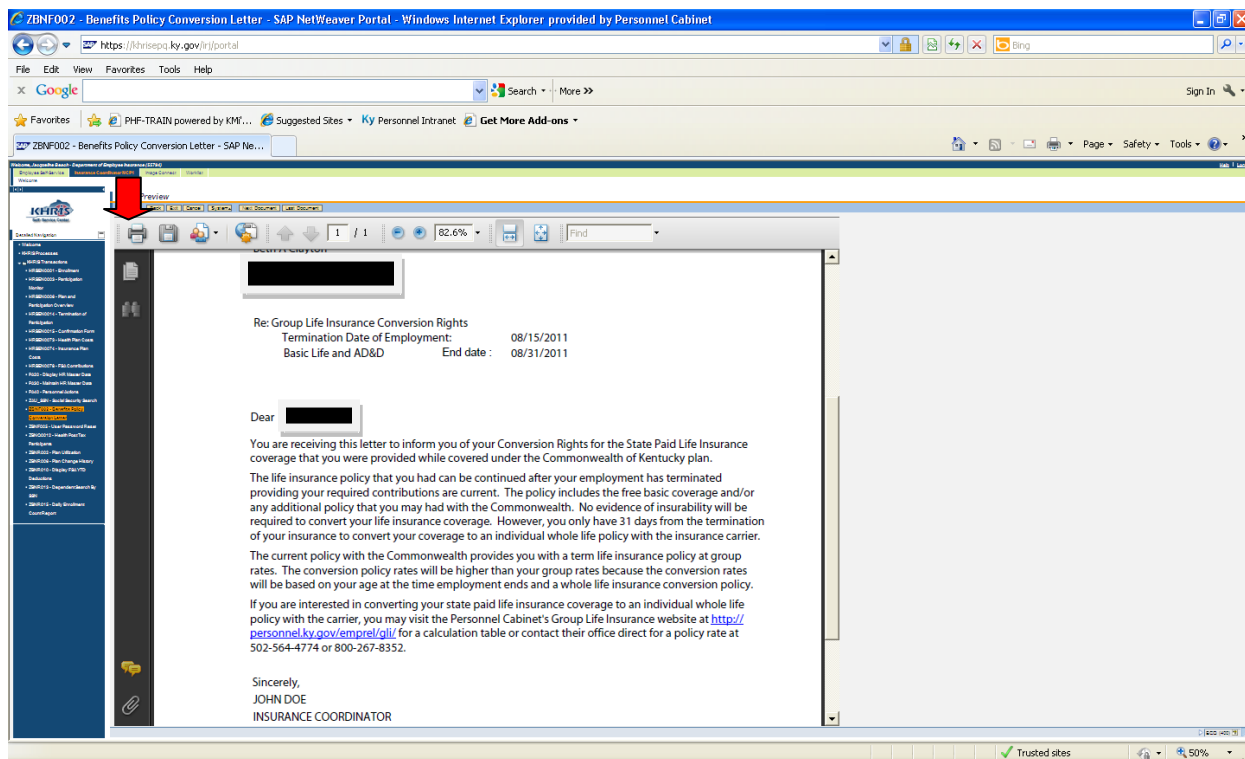
Click “Execute”

Change “Output Device” to ZPDF



Click “Print Preview”

Example of the letter you will get from the transaction:



Click "Print" to print the letter

Note: If you process a term on the current day and want to generate a letter immediately you would follow the below steps:

In the “Reporting Period” field, use the drop down box and select “Today”

In the “Personnel Number” field, enter the Employee’s Personnel Number

Select “Full File”

The screenshot displays the SAP NetWeaver Portal interface for the 'Benefits Policy Conversion Letter' transaction. The browser window title is 'ZBNF002 - Benefits Policy Conversion Letter - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet'. The URL is 'https://khrisepq.ky.gov/irj/portal'. The page features a top navigation bar with links like 'Employee Self-Service', 'Insurance Coordinator NCPI', 'Image Connect', and 'Worklist'. A left sidebar contains a 'Detailed Navigation' menu with various HR processes. The main content area is titled 'Benefits Policy Conversion Letter' and includes a menu bar with options like 'Menu', 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Sort Order', 'Selection Fields', 'Dynamic Selections', 'OrgStructure', and 'Search Help'. The form fields are as follows: 'Period' with a 'Reporting Period' dropdown set to 'Today'; 'Selection Criteria' with 'Personnel Number' set to '233732' and other fields for Employment Status, Personnel area, Personnel subarea, Employee group, and Employee subgroup; 'Insurance Coordinator Name' set to 'John Doe' and 'Insurance Coordinator Title' with a dropdown; and radio buttons for 'Full File' (selected) and 'Delta File'. A red arrow points to the 'Reporting Period' dropdown, and a text box with an arrow pointing to it says 'Use drop down box and select today'. At the bottom, there is a status bar with the text 'Fill in all required entry fields' and a 'Trusted sites' indicator.

Click “Execute”

Transaction Complete